DOCUMENT RESUME

ED 380 131 IR 055 434

AUTHOR	Potts, Ken; And Others
TITLE	Library Information Resource Book For Staff.
INSTITUTION	Northern Illinois Univ., DeKalb. Libraries.
PUB DATE	Sep 94
NOTE	92p.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	*Academic Libraries; Higher Education; *Information Services; Information Technology; Library Catalogs; Library Circulation; *Library Collections; Library Guides; Library Materials; Library Policy; *Library Services; Reference Materials; Reference Services
IDENTIFIERS	*Northern Illinois University

ABSTRACT

This guide is the Northern Illinois University (NIU) Libraries' quick reference tool for providing information about its collections, facilities, and services. The articles are arranged in an alphabetic, dictionary format with numerous cross-references, and highlight information on the following: administrative offices; company annual reports; University Archives; various library collections; atlases; telephone book renewal; book requests; book circulation loan periods; card catalogs; career information sources; CARL UnCover; CD-ROMs; location of change machines; library and desk hours; collection development; complaints and suggestions; copy cards; copy services; dial access to ILLINET Online; services for people with disabilities; access to NIU dissertations; document express; student employment; film/video viewing rooms; FirstSearch; the founders of Founders Memorial Library; Friends of the NIU Libraries; Government Publications Department; Humanities and Behavioral Sciences reference; index networks; periodical indexes; Infopass/Datapass; Interlibrary Loan services; Law Library; LEARN; Legislative Information System; library instruction; Library of Congress Subject Headings; Lorado Taft Campus Library; lost and found; Map Library; various reading rooms and meeting rooms; microforms and media services; Music Library; OCLC; Online search services; pamphlet files; Periodicals Holdings List; Reciprocal Faculty Borrowing Program; Reference; Regional History Center; Reserve Room; rest rooms; SEAL; Security; Social Sciences, Education, and Business Reference; storage (closed stacks); student lounge; public and campus telephones; training; and typing room. Other features include five pages of Founders Memorial Library floor-plan maps; an ILLINET Online Location Code chart; a glossary of library abbreviations, acronyms, and terms; and a sampling of library form. (AEF)

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Northern Illinois University Libraries

Library Information Resource Book For Staff

September 1994

IR055434

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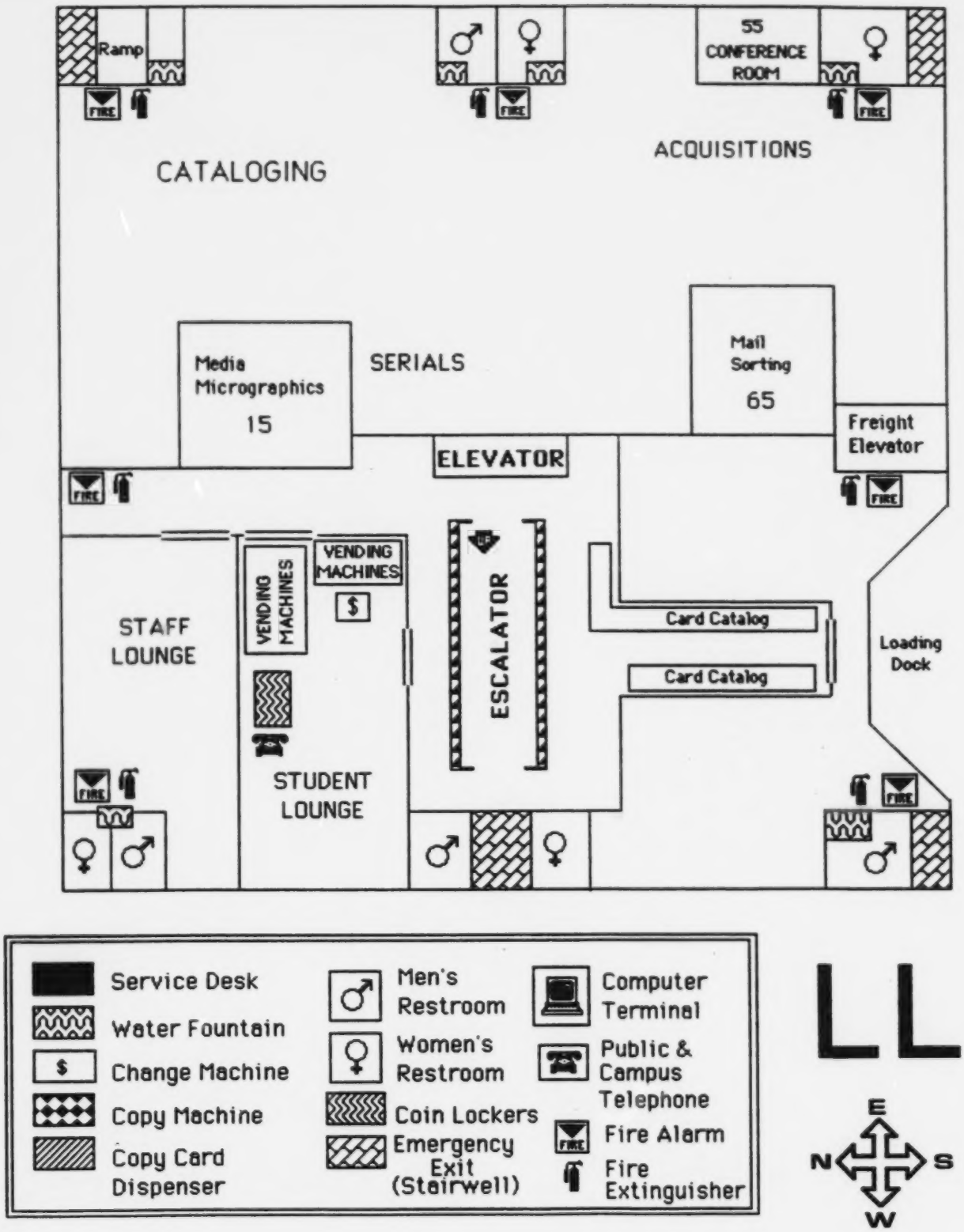
INTRODUCTION: PURPOSE AND USE

The *Library Information Resource Book* is intended to be the NIU Libraries' reference book. Its purpose is to provide up-to-date and readily accessible information on library collections, facilities, and services. It is designed for use at Reference/Service Desks in the University Libraries as a quick reference tool for desk workers. It may also be useful as a training manual for student workers, allowing them a short course on the increasingly complex world of a large academic library. The subjects treated here have been chosen with care and written in broad strokes. We have tried to give concise and essential information about the library without burdening the reader with excessive detail. The goal is to make the library understandable so that complete and accurate information may be passed along to our library patrons.

The *Resource Book* is specially designed for ease of use. Articles are arranged in an alphabetic, dictionary format with numerous cross-references. Names and words in bold-face type within the body of an article indicate a "see also" reference to another appropriate article within the *Resource Book*. Additional references are listed in bold-type at the end of the article. Founders Memorial Library (FML) floor-plan maps, an ILLINET Online (IO) Location Code chart, a glossary of library abbreviations, acronyms, and terms, and a sampling of library forms are added features of the *Resource Book*.

The Editorial Committee planned the *Resource Book* to be used in a looseleaf format, so that it may be revised, added to, or updated on a periodic basis. The *Resource Book* is only a preliminary effort. The University Libraries is an ever-changing, flexible institution, and the *Resource Book* should reflect the character of the library it describes. On that note, the Committee welcomes any ideas, suggestions, or corrections to make the *Resource Book* a even more useful tool.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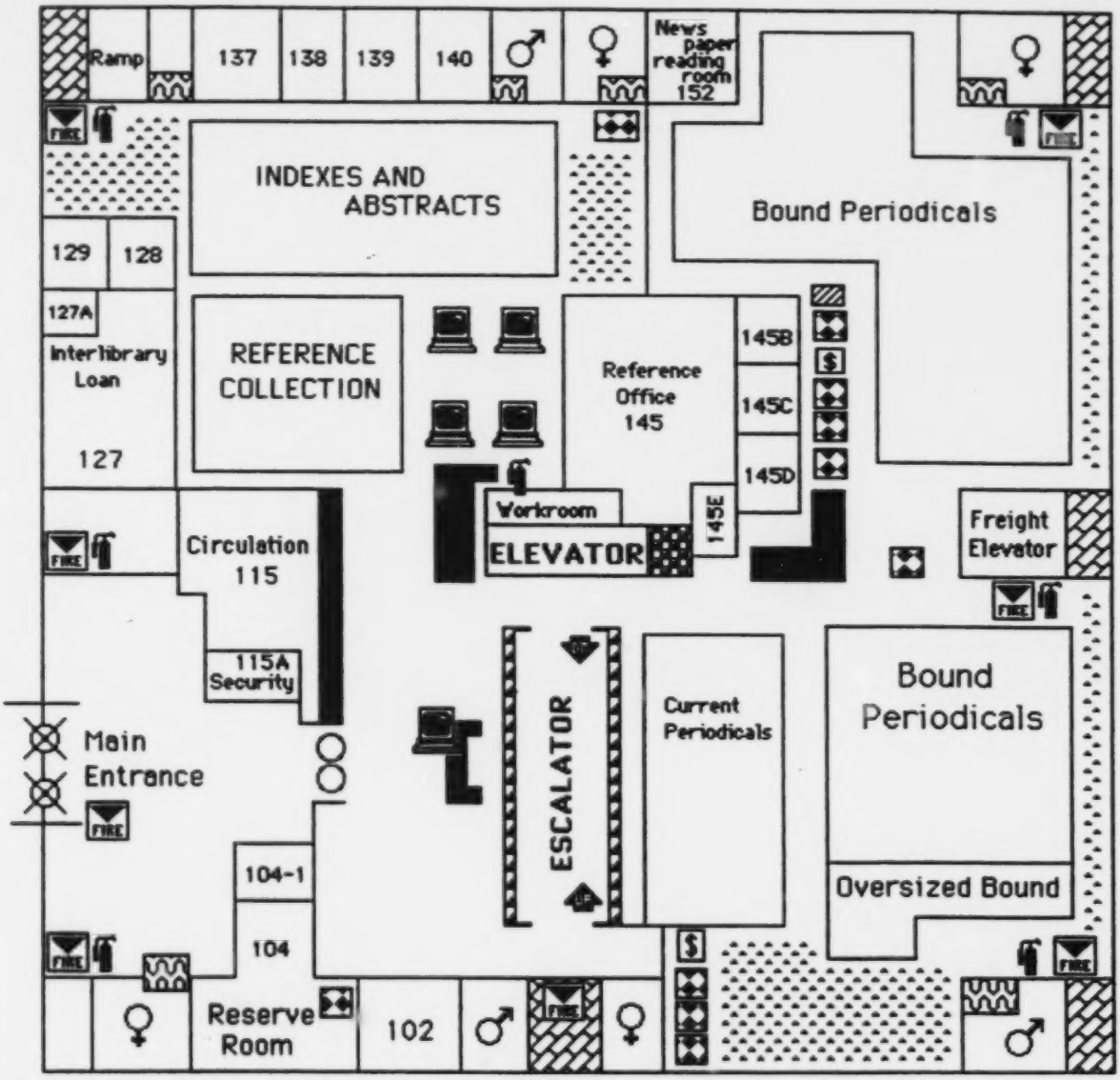
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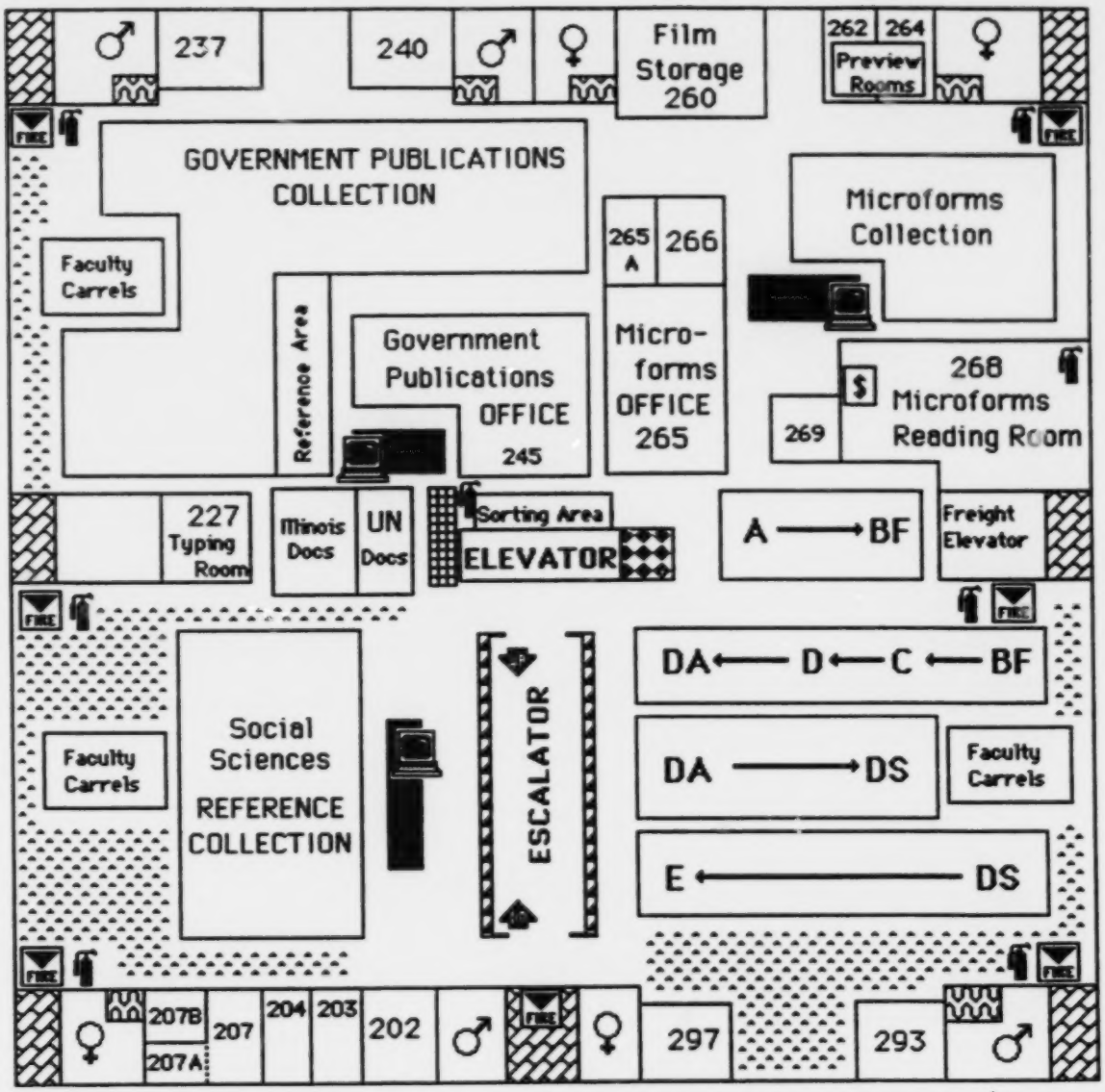
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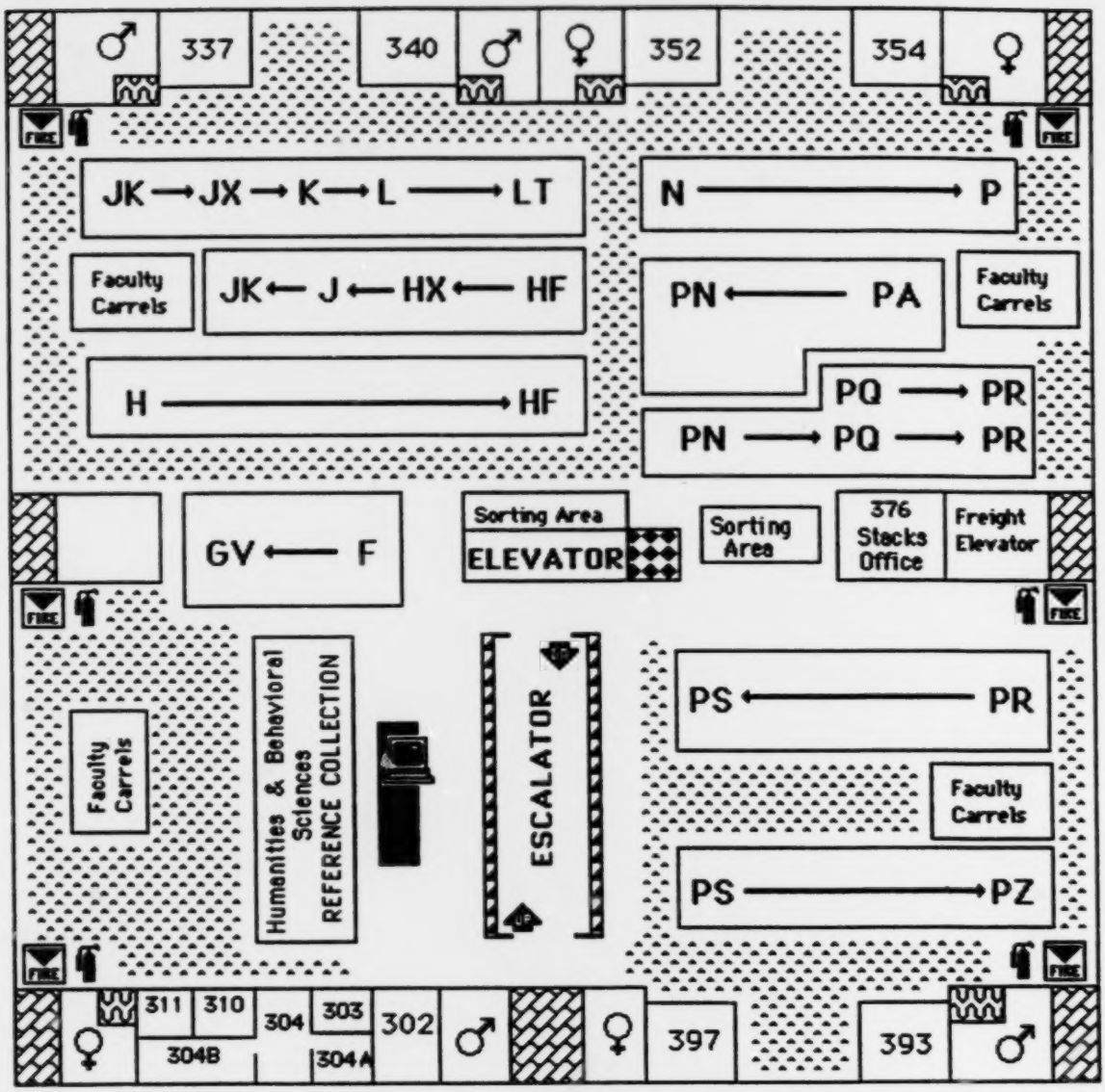

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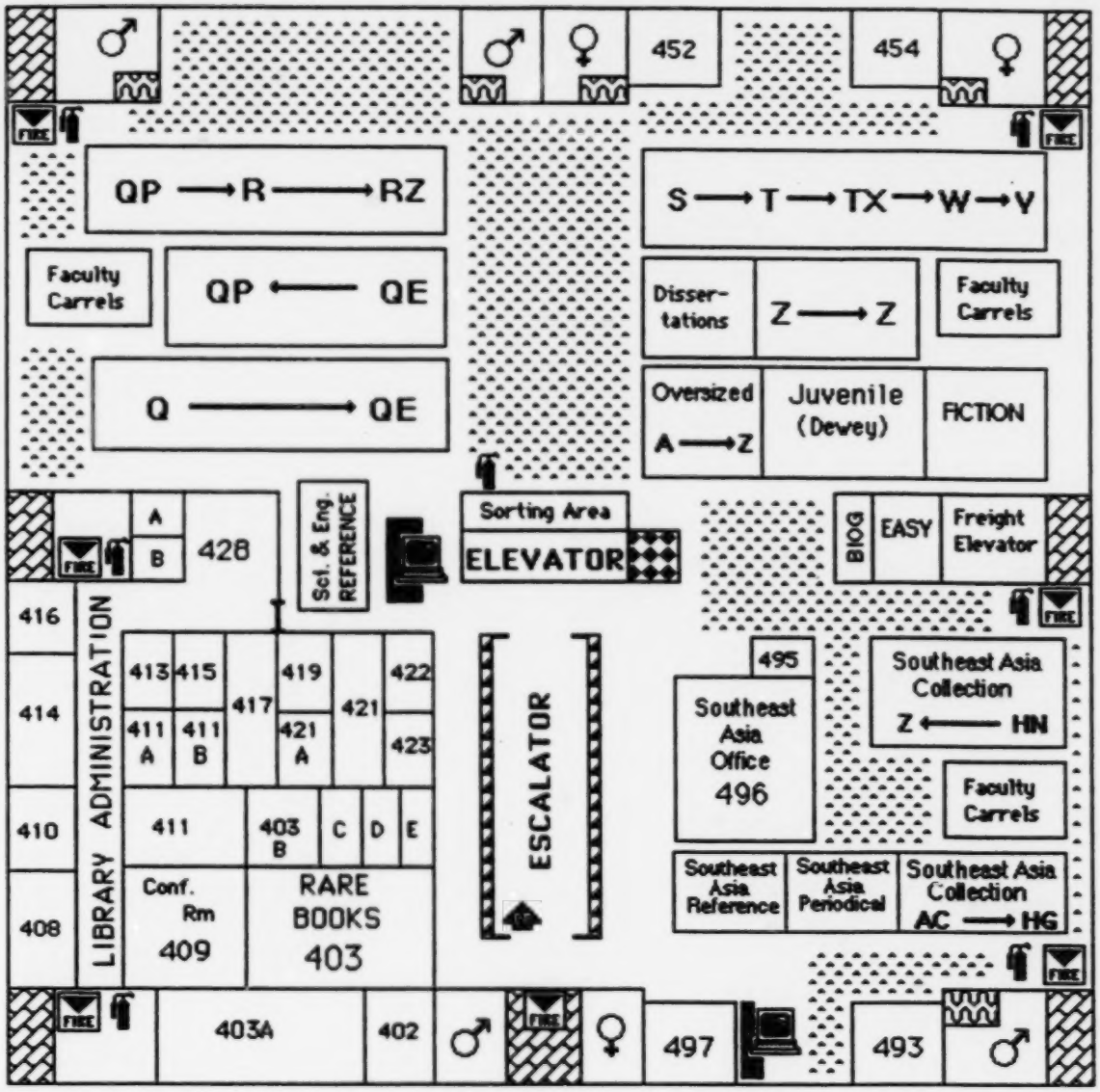
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10K Reports, see ANNUAL REPORTS, COMPANY

ADMINISTRATIVE OFFICES, LIBRARY

FML 428

Service Hours:

Monday-Friday 8:00 am - 4:30 pm

The library administrative unit comprises the offices of the director and associate directors, business manager and personnel assistant, administrative secretaries, and a seminar room. The Administrative Offices serve the following patron needs:

1. reserve library **meeting rooms**,
2. obtain vending machine refunds,
3. find replacement ribbons for the **typing room**,
4. get information about student **employment** or graduate assistantships in the library or to fill out an application form.

ANNUAL REPORTS, COMPANY

A Company Annual Reports file is available as part of the **Social Sciences reference** collection. The Annual Reports are filed alphabetically by company name in file cabinets located north of the elevator core on the 2nd floor. These reports are primarily public relations publications aimed at the stockholders of the companies. They contain statistics and other useful company information. Similar to Annual Reports are 10K Reports. These differ from the stockholders annual reports in that they contain information required by the Securities and Exchange Commission. Both Annual Reports and 10K Reports are also available in the **Microforms** Department on microfiche. For help with these reports ask the Social Sciences Reference Desk, or, for those located in microforms, the Microforms service desk.

(RB 8/94)

ARCHIVES, UNIVERSITY

Swen Parson Hall 155, 753-1779
Contact Person: Glen Gildemeister, 753-9392

Service Desk Hours:

Monday - Friday 8:00 am - 4:30 pm

The University Archives serves as the repository for all official records of the university that have permanent historical or administrative value. University records consist of materials pertaining to the history, organization, and administration of the entire university community. Included in this collection are Illinois Board of Higher Education and Board of Regents proceedings, the president's and provost's office records, departmental records, faculty papers, records of student government and organizations, and extensive photographs of campus life. Archival copies of university publications, yearbooks, theses and dissertations, and student newspapers are also available in the Center.

See also: **Regional History Collection**
Local Government Records

ART COLLECTION, STUDENT ASSOCIATION

The Student Association (SA) art collection began in 1967 for the purpose of enriching the cultural environment of the University and the community. In order to make the collections more accessible and to better preserve the art works, the SA Art Collection Curator proposed in 1991 that Founders Library become the Collection's permanent home. The installation was completed in the Fall of 1992.

The Collection numbers some 150 pieces of art in various formats, including prints, drawings, photographs, and paintings by such artists as Salvador Dali, Robert Rauschenberg, Max Beckman, and Helen Frankenthaler. The art works are displayed throughout the library on all four floors. The pieces are numbered to allow anyone to conduct a self-guided tour of the collection with the aid of a guide booklet obtainable from the **Information Desk** or any of the library's reference desks. The guide booklets are for in-house use only and must be returned to the desks where they were obtained. Additional copies may be acquired from the SA Art Collection Curator at the SA office in Holmes Student Center.

(RB 8/94)

ATLASES

Located on the 3rd floor, adjacent to the escalators on the north side, are atlas cases containing atlases of various countries. Additional atlases can be found in other reference collections in Founders Memorial Library, as well as those found at the **Map Library** in Davis Hall. Check **ILLINET Online** for locations.

Billing, see CIRCULATION SERVICES

Bibliographic Instruction, see LIBRARY INSTRUCTION

BOOK RENEWAL (CIRCULATION SERVICES DESK)

Service Desk Hours (Fall/Spring semesters):

Monday - Thursday	7:30 am - 12:00 midnight
Friday	7:30 am - 10:00 pm
Saturday	9:00 am - 10:00 pm
Sunday	1:00 pm - 12:00 midnight

Patrons may bring NIU books or call numbers to the **Circulation Services Desk** and ask to have them renewed. They may also bring in or mail overdue cards for NIU books to the Circulation desk and request their renewal. **Interlibrary Loan** (ILL) materials may be renewed only in the ILL office or by calling the Book Renewal telephone number.

BOOK RENEWAL (TELEPHONE)

Telephone: 753-0156

Telephone Book Renewal Hours:

Monday - Friday 8:00 am - 5:00 pm

Patrons may renew both NIU books and books borrowed through **Interlibrary Loan Services** (ILL) by calling the book renewal number. The patron will need to provide his or her social security number and indicate whether or not the book(s) to be renewed are NIU books. Books borrowed through Interlibrary Loan Services may only be renewed by phone or by personnel in the Interlibrary Loan Office.

(RB 8/94)

BOOK REQUESTS

To request that a book be ordered for inclusion in the Library's collections, there are two alternatives:

1. The patron may fill out a suggestion form, available at the **Information Desk** or first Floor **Reference Desk**, with as complete bibliographic information as possible. The patron should return the suggestion form to the Information Desk.

2. Contact the appropriate subject specialist who is responsible for collection development in that area.

See also: **Collection Development**
Social Sciences Reference
Humanities and Behavioral Sciences Reference
Sciences and Engineering Reference
Complaints and Suggestions

BOOKS--CIRCULATION

Loan Periods for most circulating books:

Faculty	16 weeks
Staff & Students	4 weeks
Courtesy Card Patrons	4 weeks
Academic Research Card Patron	4 weeks

To check out books, a patron needs one of the following:

A student photo ID
A faculty photo ID
A staff photo ID
A Courtesy Card with a photo ID
An Academic Research Card with a photo ID
A valid photo ID from another ILCSO school

See Also: **Circulation Services**

Branch Libraries; see Individual library entries:
FARADAY LIBRARY, HOFFMAN ESTATES EDUCATIONAL CENTER LIBRARY, LORADO TAFT LIBRARY, MAP LIBRARY, MATHEMATICAL SCIENCES READING ROOM, and MUSIC LIBRARY

Call Numbers, see LOCATION CODES--ILLINET ONLINE

Campus Network, see LEARN

(RB 8/94)

CARD CATALOGS

The Founders Library main card catalog is located in the lower level of the building, on the opposite side of the escalators from the **Student Lounge**. There are two separate catalogs: Author-Title and Subject. The Author-Title catalog has cards for materials acquired and cataloged by the library before July 1, 1987; the Subject catalog has cards for materials acquired and cataloged before July 1, 1988. In order to locate recent materials (those acquired and cataloged since July 1, 1988), patrons need to use **ILLINET Online**.

The University Libraries maintains a specialized public access card catalog for the **Rare Books and Special Collections** department (author/title and subject catalog).
Several branch libraries and departments maintain shelflist catalogs (arranged by call number order) for the materials in their areas. The **Government Publications Department** uses a card catalog for older UN and Illinois state documents. Patrons should consult with reference staff in these branches or departments to determine the currency and scope of the card catalogs before using them.

A Computer Output Microfiche (COM) catalog, designed to be a backup for **ILLINET Online**, is kept in **Microforms and Media Services**. Each branch library also has a copy.

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CAREER INFORMATION SOURCES

Contact Person: Byron Anderson, FML 102, 753-1992

First Floor **Reference** provides an array of informational materials to students engaged in career planning or job searching. These materials are intended to help students build a career path, explore specific career areas, and/or gather information about potential employers or specific companies. A bibliography and guide titled "Careers: Information Sources" is available at the First Floor Reference desk. The majority of items listed in the guide are located in either the reference areas of Founders Library or in the **Reserve** room.

In addition to many career-related books, the First Floor Reference department maintains a career pamphlet file which includes concise information about occupations, employment opportunities, and potential employers. The Career File is made up of three file cabinets located near the main **Pamphlet File** in the First Floor Reference area. The file is composed of approximately 600 hanging files arranged alphabetically by career or occupational title. The career file focuses especially on careers requiring acollege background. Pamphlets may be checked out at the Circulation Desk for a two-week period. Special **library instruction** sessions on career information may be scheduled by any faculty member so desiring.

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CARL UNCOVER

Available on all online catalog computers and also by **dial access**.

CARL UnCover is part of the **ILLINET Online** system. UnCover is a name and keyword index to the table of contents pages of over 10,000 journal titles with nearly 2,000,000 articles. Most subjects are covered. Uncover is not designed to be a retrospective index; the database covers only the current three to four years. The University libraries own about 60 percent of the journals in the UnCover database. Check the **Periodicals Holdings List** to determine if the library owns specific titles and dates.

Library patrons may order copies of articles from CARL for a fee. Articles usually will be faxed within 24 hours of ordering. If patrons do not have access to a **fax**, they may use the fax service available at Holmes Student Center. Contact the Student Center for further information. Costs for delivery of articles will be clearly displayed before ordering. To order an article, look for the Delivery Information "D" menu option at the end of the article record. The "New" UnCover menu option allows patrons to create a personal profile for easier document delivery. Patrons should consult with the **Interlibrary Loan** (ILL) Service for an alternative to document delivery through CARL.

See also: **Document Express**
Indexes--Periodical

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CD-ROM

CD-ROM is an acronym for Compact Disk Read Only Memory. It is a relatively new medium for storing and retrieving all kinds of data, text, and graphic images. CD-ROM has become the preferred format for bibliographic indexes, large text files, and all kinds of numeric and statistical databases. With CD-ROM readers attached to personal computers, it is possible to do sophisticated and comprehensive searches that formerly required expensive tape drives and mainframe computers.

The University Libraries has acquired numerous CD-ROM products, searchable through various means. Several products are networked on the **Index Networks** and through **LEARN**.

In addition, the following departments have stand-alone workstations to access their CD-ROM products:

Government Publications
Humanities and Behavioral Science Reference
Rare Books and Special Collections
Reference, First Floor
Science and Engineering Reference
Social Science, Education, and Business Reference
Southeast Asian Collection

Patrons should consult the reference staff in these departments for the specific products available. The **Law Library** also has CD-ROM titles and workstations.

A brochure titled "CD-ROM Products and Index Networks" describes and gives the location of several significant CD-ROM databases available in the library.

An additional handout titled "CD-ROMs Available at NIU Libraries" lists the titles in broad subject categories.

See also: **Training, CD-ROM, IO**

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CHANGE MACHINES

LOCATION:	DENOMINATION:	CHANGE TO:
Student Lounge (lower level)	$5.00 & $1.00	quarters
Periodicals Room (1st floor) (2 changers)	$5.00 & $1.00	quarters
Microforms Reading Room (2nd floor)	$5.00 & $1.00	dimes

Larger bills may be changed at the **Copy Services** office located on the first floor next to the elevators.

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CIRCULATION SERVICES, FIRST FLOOR

Circulation Desk: 753-9844
Circulation Office: FML 104-1, 753-9846
Contact Person: Lorraine Haricombe, Head, 753-9845

Service Desk Hours (Fall/Spring Semester):

Monday - Thursday	7:30 am - 12:00 midnight
Friday	8:00 am - 10:00 pm
Saturday	9:00 am - 10:00 pm
Sunday	1:00 pm - 12:00 midnight

Go to the Circulation Services Desk to:

* Check out, renew, or return NIU materials
* Pick up or return **Interlibrary Loan** (ILL) materials
* Pick up books requested through **Dial Access, IO**
* Pick up recalled or saved books
* Check out, renew or return **Government Publications**
* Pick up **Document Express** items

* Ask for book searches
* Request "Patitems" (record of items charged to patron's SSN)
* Hand in damaged books
* Speak to the billing department

* Find the key to the Study Room for Persons with **Disabilities**
* Find **Lost and Found**
* Talk to someone from **Security**

* Apply for a Courtesy Card
* Apply for a Graduate Authorization Card
* Apply for Academic Research Card
* Apply for **Reciprocal Faculty Borrowing Program** card

See also: **Book Renewals**
Books--Circulation
Appendix B, Forms

Closed Stacks, see STORAGE

Coin Changers, see CHANGE MACHINES

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COLLECTION DEVELOPMENT

SUBJECT CATEGORY	LIBRARIAN	TELEPHONE #
Accounting	Jo Ann Aufdenkamp	753-1054
Advertising	Mary Grosch	753-0991
Allied Health	Jitka Hurych	753-1947
Anthropology	Robert Ridinger	753-1367
Art	Charles Larry	753-1634
Banking & Investments	Jo Ann Aufdenkamp	753-1054
Biology	Ann Glenn	753-1872
Business	Mary Grosch	753-0991
Careers	Byron Anderson	753-1992
Center for Black Studies	Robert Ridinger	753-1367
Center for Latino/ Latin American Studies	Robert Ridinger	753-1367
Center for Women's Studies	Robert Ridinger	753-1367
Chemistry	Ann Glenn	753-1872
Communication Disorders	Jitka Hurych	753-1947
Communications	Charles Larry	753-1634
Computer Science	Jitka Hurych	753-1947
Computers/Business	Mary Grosch	753-0991
Dance	Charles Larry	753-1634
Disabilities	Dolly Jones	753-9854
Economics	Jo Ann Aufdenkamp	753-1054
Education	Kwan-Yau Lam	753-1351
Engineering/ Industrial Technology	Nestor Osorio	753-9837
English and American Literature	William Baker	753-1857
English Language & Linguistics	William Baker	753-1857
Films and Videos	David Shavit	753-1849
Finance	Jo Ann Aufdenkamp	753-1054
Foreign Language & Literature	Robert Ridinger	753-1367
Foreign Languages & Linguistics	Robert Ridinger	753-1367
General Reference	Kenneth Potts	753-0530
General Science	Jitka Hurych	753-1947
Geography	Robert Ridinger	753-1367
Geology	Ann Glenn	753-1872

Government Pubs. (Fed., State)	Earl Shumaker	753-9841
Government Pubs. (International)	Tim Skeers	753-0797
History (Except Southeast Asian)	Joseph Parot	753-0616
Human & Family Resources (Home Economics)	Robert Ridinger	753-1367
Journalism	Charles Larry	753-1634
Juvenile Collection	Charles Larry	753-1634
Library Science	Samuel Huang	753-0255
Management	Mary Grosch	753-0991
Marketing	Mary Grosch	753-0991
Math	Nestor Osorio	753-9837
Medicine	Jitka Hurych	753-1947
Military Science	Joseph Parot	753-0616
Music	Stephen Wright	753-9839
Nursing	Jitka Hurych	753-1947
Philosophy/Religion	Karen Hovde	753-0145
Photography	Charles Larry	753-1634
Physical Education	Kwan-Yau Lam	753-1351
Physics	Nestor Osorio	753-9837
Political Science	Joseph Parot	753-0616
Psychiatry	Jitka Hurych	753-1947
Psychology	Karen Hovde	753-0145
Rare Books/Special Collections	Sam Huang	753-0255
Reference, Ref 1	Kenneth Potts	753-0530
Ref 2	Joseph Parot	753-0616
Ref 3	Robert Rindinger	753-1367
Ref 4	Jitka Hurych	753-1947
Social Science	Joseph Parot	753-0616
Sociology	Robert Ridinger	753-1367
Southeast Asian	Lee Dutton	753-1808
Southeast Asian	May Kyi Win	753-1809
Taxation	Jo Ann Aufdenkamp	753-1054
Theater Arts	Charles Larry	753-1634
Travel Guides	David Lonergan	753-9866

Command Mode, see ILLINET ONLINE

Company Annual Reports, see ANNUAL REPORTS, COMPANY

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COMPLAINTS AND SUGGESTIONS

Complaints can be made by filling out forms which are available at the **Information Desk**. Completed forms should be given to the person on duty at the desk.

Suggestions can be made by filling out suggestion forms which are available at the Information Desk and **Reference** desk. Completed forms should be given to the person on duty at the Information Desk.

The Associate Director for Information and Access Services reviews and responds to all complaints and suggestions or refers them to the appropriate individual for response. Suggestions for book and nonbook materials are welcomed.

See also: **Book Requests**
Appendix B: Forms

Computer Searches, Fee-Based, see ONLINE SEARCHES, FEE-BASED

Computer Searches, Patron Access, see CD-ROM
CARL UNCOVER
DIAL ACCESS
ILLINET ONLINE
INDEX NETWORKS
LEARN
OCLC
TRAINING, IO, CD-ROM

COPY CARDS

Copy cards can be purchased at the **Copy Services** office (FML 194) or at one of the four card dispensers/rechargers. Two card dispensers/rechargers are located on the first floor of Founders Library, one at the **Law Library**, and one at Holmes Student Center across from the browsing room. Cards cost $1.00; additional money for copies will need to be added to an existing card in any dollar amount up to $50.00. Dispensers/rechargers will accept any multiple of $1.00 using one, five, ten, or twenty-dollar bills. You can also add value to a card at any copy machine that accepts money, either coin or bills. Cards can be used in all of the public photocopy machines in the library with the exception of the microfilm and microfiche reader/printers. Having a copy card eliminates the need for coins and allows a discount from the single-copy price.

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COPY SERVICES, FIRST FLOOR

Copy Services Office: FML 194
Contact Person: LaRonda Thuestad, 753-1662

Service Desk Hours (Fall/Spring semester):

Monday-Thursday	9:00 am - 9:00 pm
Friday	9:00 am - 4:30 pm
Saturday	10:00 am - 4:30 pm
Sunday	2:00 pm - 10:00 pm

The public photocopy machines in the University Libraries are operated by the University Printing Services. The Copy Services office in Founders Library is located near the elevators on the first floor, adjacent to the periodicals area. **Copy cards** can be purchased here, and all requests for refunds or complaints concerning copy machines should be directed to this office.

Courtesy Card, see CIRCULATION SERVICES

DIAL ACCESS, ILLINET ONLINE

Patrons may dial into and search **ILLINET Online** (IO) from remote locations using a microcomputer equipped with a modem and telecommunication software. Searching IO through dial access is free of charge, with the exception of telephone charges, which are the responsibility of the user. Dial access will provide the same online databases and computer screen information that are available on any ILLINET Online terminal in the University Libraries. Specific information about remote access can be found in the "Dial Access to the Online Catalog" brochure found at the **Information Desk** and at the first floor **Reference** desk. This brochure is for dial access within the 815 area code. A second information sheet titled "Dial Access to the NIU Online Catalog Outside of the 815 Area Code" is intended for users seeking remote access from 708 and 312 area codes. This access requires different terminal settings and connection procedures than the 815 access.

Dial access using the menu search mode allows the option to Charge (check out), Save (recall), or Renew an item. This option applies to items found at the University Libraries as well as the 40 other cooperating libraries of the Illinois University Libraries (ILCSO) system. For information about the Charge/Save/Renew menu option, consult the "Dial Access to the Online Catalog" brochure or refer patrons to the **Circulation Services** desk.

(RB 8/94)

DISABILITIES, SERVICES FOR PERSONS WITH

Reference Department, First Floor
Contact Persons: Dolly Jones, Coordinator, FML 145C, 753-9854
T. J. Lusher, FML 128, 753-9855
Cliff Golden, FML 145, 753-0525
Telecommunication Device for Deaf (TDD): telephone: 753-0150

Services include individualized tours and library instruction; reference and research assistance tailored to the individual's needs; retrieval of library materials; and reservation of library rooms for special study needs. Whenever possible, students should call the coordinator well in advance for assistance in gathering materials for major research papers and projects.

The Library provides a study room for persons with disabilities (FML 137). The study room contains specialized equipment such as CCTV's, a talking/large-print online-catalog station, APH cassette players, braillers, etc. The key to the study room can be obtained at the **Circulation Services**. The patron will be asked to leave valid identification until the key is returned. Patrons should contact the coordinator for information about services provided.

DISSERTATIONS, NIU

Access to NIU dissertations and theses is available through **ILLINET Online**. The dissertations themselves are located in a special collection located on the 4th floor, following the "Z" classified book collection. See **Maps**. Noncirculating copies of NIU dissertations are also on file in the University **Archives**. Summaries of dissertations can be found in *Dissertation Abstracts International*, located in the first floor **Reference Department**, or in the CD-ROM version, *ProQuest Dissertation Abstracts Ondisc* available through **LEARN**.

(RB 8/94)

DOCUMENT EXPRESS

Contact Person: Sherry McCowan, Coordinator of Interlibrary Loan Services, FML 129
Telephone: 753-9860

Document Express is a service that enables library patrons to obtain within a short time frame (usually four days or less) photocopies of periodical literature not available from NIU Libraries when there is an urgent need for the material. *Document Express* is available to the following categories of patrons:

* NIU faculty
* Graduate and undergraduate students
* Staff
* Academic Research Card holders

Patrons wishing to use the service need to take the following steps:

1. Complete a pink Document Express request form for each desired item. Forms are available at all reference desks.

2. Take the completed form to the **Interlibrary Loan** (ILL) office or place it in the ILL request form box at the east end of the **Circulation Services** desk.

Completed request forms may also be faxed to the ILL office at 753-2003. Phone requests are not accepted.

Patrons will be notified by phone when their photocopies have arrived. Photocopies will be held at the Circulation desk for pickup.

See also: **Appendix B: Forms**

(RB 8/94)

EMPLOYMENT, STUDENT

Contact Person: Lola Strasser, FML 428, 753-9834

Service Hours:

Monday - Friday 8:00 am - 4:30 pm

All students seeking library employment information or wishing to fill out application forms need to go to the library **Administrative Offices** on the fourth floor.

FARADAY LIBRARY

Office: Faraday Hall 212
Contact Person: Mike Gabriel, 753-1849
Staff: Ruth Koerner, 753-1257

Service Hours (Fall/Spring semesters):

Monday - Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 5:00 pm
Saturday	9:30 am - 4:30 pm
Sunday	**CLOSED**

Houses the current library collections in subject areas of Chemistry and Physics. Due to severe space limitations, many Faraday Library items have been placed in **Storage (closed stacks)**, **Microforms**, and other collections of Founders Library. Check **ILLINET Online** and the **Periodicals Holdings List** for locations. Services include circulation, and reserves. Copy machines are available. Access to ILLINET Online is available.

(RB 8/94)

FAX

The following fax numbers are available in the university libraries:

Administrative Offices.....815/753-9803
Interlibrary Loan (ILL).....815/753-2003
Acquisitions.....815/753-9870
Faraday Library.....815/753-1850
Hoffman Estates Education Center....815/753-8865

Students have access to a fax machine through the Holmes Student Center service desk. Check the *NIU Telephone Directory* for a directory of campus fax numbers.

FILM AND VIDEO COLLECTION

Service Office: FML 265
Contact Person: Gelina Pinion, 753-1849

Service Hours (Fall/Spring semesters):

Monday - Friday 9:00 am - 4:30 pm
Saturday and Sunday **CLOSED**

The film/video collection is located in the **Microforms and Media Services** Department. Over 7,000 titles on 16mm film or video format are available to faculty and staff for classroom use. Students must have written permission from a full-time faculty member to check out a film/video. A film booking system is used to reserve titles. Central campus delivery may be arranged. Faculty, staff, students, and the general public may arrange to view NIU films and videos in the **film/video viewing rooms**.

(RB 8/94)

FILM/VIDEO VIEWING ROOMS

Service Office, FML 265, 753-0097
Contact person, Gelina Pinion, 753-9253

Service Hours (Fall/Spring semesters):

Monday - Wednesday	9:00 am - 12:00 midnight
Thursday	9:00 am - 9:00 pm
Friday	9:00 am - 5:00 pm
Saturday	1:00 pm - 5:00 pm
Sunday	1:00 pm - 12:00 midnight

Library patrons may use the film/video viewing rooms (FML 262 and 264) to view NIU's educational films and videos. Faculty members may also use the viewing rooms to preview new films. The viewing rooms are available any time the **Microforms and Media Services** Desk is open. It is recommended that viewers reserve the viewing rooms well in advance of the desired viewing time. The viewing rooms are equipped to show 16mm films as well as VHS or 3/4" U-matic videos.

FIRSTSEARCH

FirstSearch is an online system that includes the **OCLC** database as well as numerous periodicals indexes. It is located at the first-floor **Reference** desk, the **Government Publications** desk, and the Subject Reference desks. Although patrons may not conduct searches on *FirstSearch*, they may ask the reference staff at these service desks to do so when the online catalog and periodicals indexes have failed to provide them with citations to books and periodical literature.

(RB 8/94)

THE FOUNDERS OF FOUNDERS MEMORIAL LIBRARY

Founders Memorial Library is named for Jacob Haish, Isaac L. Ellwood, Clinton Rosette, and Joseph F. Glidden. These men were prominent in the efforts to win legislative approval for the placement of a Normal (teacher education) school in DeKalb. Glidden, Ellwood, and Haish were each inventors of different types of barbed wire. It was the Glidden barbed wire patent which would become the standard. Ellwood saw the commercial potential of Glidden's invention and became a partner with Glidden. The Glidden/Ellwood company would eventually become American Steel and Wire Company, a subsidiary of United States Steel Corporation. Ellwood was also known for his fine stable of horses and the monthly horse sales held at his farm. Haish was also a manufacturer of barbed wire and the owner of the Haish Bank in DeKalb. Rosette was the editor of the *DeKalb Chronicle*. Governor John Altgeld appointed Rosette to the Board of Education of the state of Illinois, and it was Rosette who alerted the community of the possibility of an additional teachers college to be located in northern Illinois.

On the brick wall behind the **Information Desk** hangs the portraits of Joseph F. Glidden and Isaac L. Ellwood. Glidden's portrait was painted in 1899 by A.O. Brooks and was originally placed in the auditorium in Altgeld Hall. The Ellwood portrait was painted by C.A. Hedger in 1917 and originally hung with Glidden's in the auditorium. The original Ellwood portrait now hangs in the Ellwood House Museum located on North First Street in DeKalb. A bronze bas-relief plaque, commemorating the four Founders, is mounted near the entrance to the library.

Founders Memorial Library is the third building to serve as the main library for NIU. The first library was established in 1900 and located in the east end of Altgeld Hall. The Swen Parson Library opened in 1952 and housed the library collections until the current building opened in the spring of 1977. In April of 1979 the new library building was dedicated as the Founders Memorial Library.

See Also: **Seal, N.I.S.N.S.**

(RB 8/94)

FRIENDS OF THE NIU LIBRARIES

Contact Persons: Samuel Huang, University Libraries Liaison, FML 403E, 753-0255
Mary Anderson, Book Sale Coordinator, FML 53, 753-9871

The Friends of the NIU Libraries began in 1983 as an association of library supporters interested in contributing to the resources of the University Libraries. The Friends secure gifts, bequests, and other private funds in order to purchase rare books, manuscripts, and other materials which could not otherwise be acquired by the University Libraries. Friends contribute in various ways, including member dues, the Library Endowment Fund, the Bernadine C. Hanby Endowment, and the sponsorship of memorial and honor gift programs. Each April the Friends sponsor and organize a community-wide used book sale. All proceeds from the sale help support the library. Donations of books for the sale are encouraged. Books may be dropped off at the **Information Desk** or the **Circulation Services** Desk of Founders Library.

As a service to the libraries and the university community, the Friends sponsor a series of programs each year on topics related to books, libraries, and publishing. These programs are open to the public. A published calendar of the current year's programs is available for distribution.

Genealogy, see REGIONAL HISTORY CENTER

General Reference, see REFERENCE DEPARTMENT, FIRST FLOOR

(RB 8/94)

GOVERNMENT PUBLICATIONS DEPARTMENT, SECOND FLOOR

Reference Desk: 753-1932
Government Publications Office: FML 245, 753-1978
Contact Person: Earl Shumaker, Head, FML 245B, 753-9841

Service Desk Hours (Fall/Spring semester):

Monday - Thursday	11:00 am - 8:00 pm
Friday	1:00 pm - 4:00 pm
Saturday	1:00 pm - 4:00 pm
Sunday	**CLOSED**

Founders Memorial Library has been a selective depository for both Illinois state and U.S. federal government publications since 1960. The Library selects 82.68 per cent of the publications available through the Depository Library Program of the Government Printing Office. Federal publications not selected may be obtained through **Interlibrary Loan** from the Regional Depository at the Illinois State Library in Springfield and from many of the more than 1,400 other depositories around the country.

These publications are housed in the Government Publications Department on the second floor of the Library. They do not have Library of Congress call numbers, but are shelved according to the Superintendent of Documents, or SuDocs, classification system. Staff in the department can assist patrons in understanding this system. Most of the publications are not found in **ILLINET Online**. Those issued since 1976 can be found by using the GPO on Silverplatter data base available on the **Index Network**; earlier material can be located by using various indexes in the Government Publications reference collection.

Finding aids in the department's reference collection include bibliographies and indexes for state, federal, and international government publications, as well as works dealing with the organization and functions of government bodies at all levels. The reference collection also has a major index series to congressional documents and to sources of state, federal, and international statistics. A **CD-ROM** workstation provides access to government CD-ROM titles.

The department receives a large number of maps on deposit, including the popular U.S. Geological Survey Topographic Quadrangle maps. Most of the maps are housed in the **Map Library**. In addition to the extensive collection of U.S. and Illinois publications, the department has a large collection of United Nations official records and publications.

Materials in the Government Publications Department collections can be checked out unless they are stamped or labelled "Building Use Only." All circulating materials are checked out at the main desk in **Circulation Services**. The department also has master copies of tax forms from current and previous years which are available for photocopying at the patron's expense. The **Law Library** is also a selective U.S. federal depository.

(RB 8/94)

Graduate Student Authorization Card,
see CIRCULATION SERVICES

Handby Collection, see RARE BOOKS AND SPECIAL COLLECTIONS

Hart Collection, see SOUTHEAST ASIA COLLECTION

Hayter Collection, see REGIONAL HISTORY COLLECTION

HOFFMAN ESTATES EDUCATIONAL CENTER LIBRARY

Library Office: Hoffman Estates Campus,
Hoffman Estates, IL 60192
Contact Person: Mike Gabriel, 753-1849
Staff Person: Ismail Said, 753-8830

Service Hours (Fall/Spring semesters):

Monday - Thursday	12:00 noon - 9:30 pm
Friday	**CLOSED**
Saturday	7:30 am - 5:00 pm
Sunday	**CLOSED**

The Center supports NIU's off-campus classes. Services include **Interlibrary Loan**, reference, circulation, and access to **ILLINET Online**. The Library contains a small reference book collection with an emphasis on business reference materials.

(RB 8/94)

HUMANITIES & BEHAVIORAL SCIENCES REFERENCE, THIRD FLOOR

Reference Desk: 753-1748
Department Office: FML 304, 753-0985
Contact Person: Robert Ridinger, Head, 753-1367

Service Desk Hours (Fall/Spring Semester):

Monday - Thursday	10:00 am - 4:00 pm
	6:00 pm - 8:00 pm
Friday - Saturday	1:00 pm - 4:00 pm
Sunday	1:00 pm - 5:00 pm

An appointment may also be made with any of the librarians when the desk is not open.

Specialized reference materials and service in the Humanities & Behavioral Sciences are provided on the third floor in the Humanities & Behavioral Sciences area, located just north of the escalators. The service desk is staffed by librarians who have subject expertise and are responsible for collection development in the following areas:

Anthropology Black Studies Foreign Languages Geography Human & Family Resources Latino/Latin American Studies Sociology Women Studies	Robert Ridinger Room 303 753-1367
English Language and Linguistics English and American Literature	William Baker Room 304A 753-1857
Philosophy Psychology Religion	Karen Hovde Room 310 753-0145
Art Communication Studies and Film Dance Juvenile Literature Journalism Theater Arts	Charles Larry Room 311 753-1634

A special feature of this reference desk is a stand alone workstation featuring the *18th Century English Short-Title Catalog* (ESTC), *Cetedoc Library of Christian Latin Tests* on CD-ROM, and *ComIndex*. (RB 8/94)

Illinois State Publications, see GOVERNMENT PUBLICATIONS DEPARTMENT

ILLINET ONLINE

ILLINET, or the Illinois Library Network, is a cooperative, resource-sharing network that provides a variety of services and databases to approximately 800 Illinois libraries, including the NIU Libraries. ILLINET offers two menu choices: 1) ILLINET Online (IO), the library catalog, and 2) **CARL UnCover**, a current contents journal index. The primary component of the network is ILLINET Online, also called the Online Catalog. IO is a state-wide union catalog containing more than 8 million records. In addition, IO is capable of providing specific location and circulation status information for items in 40 primarily academic libraries (ILCSO libraries). IO allows the option of searching other library catalogs, individually, collectively in groups, or all 800 libraries. For a list of these library names and options, use the "O - Other libraries" when available as a menu choice.

IO defaults to searching the holdings of the NIU Libraries unless otherwise specified. IO workstations are located on floors 1 through 4 near the reference desks and in the branch libraries. The system operates Monday through Saturday from 7:00 a.m. until midnight and on Sunday from 12:00 noon until midnight. IO is also available through remote **dial access** computers, **LEARN,** and the *Internet*.

ILLINET Online is the library's main catalog. It can be searched by author, title, or subject in either a menu-mode system or a faster command-mode system. Most patrons are able to use the menu system with little difficulty, but the command system requires knowledge of certain basic commands. Patrons may view help screens as an on-screen menu option; type "INFO,00" for a help screen menu. Instruction sheets for both the command-mode system and the menu-mode system are available near the ILLINET Online workstations. Also, the Library provides one-hour hands-on classroom instruction sessions during the first few weeks of each semester. Training session schedules and registration sign-up sheets are located at the **Information Desk**.

See also: **TRAINING, IO, CD-ROM**

Illinois Regional Archives Depository System (IRAD), see LOCAL GOVERNMENT RECORDS

(RB 8/94)

INDEX NETWORKS

Index Network I (local area network) and **LEARN** (wide area network) terminals are located in the following locations:

Reference Department
Social Sciences Reference
Humanities & Behavioral Sciences Reference
Science and Engineering Reference.

The **Government Publications Department** has access to *Index Network I* only. Branch libraries have the capability of dialing into *LEARN* through the campus network.

The menus for the *Index Network I* and *LEARN* are as follows:

Index Network I	LEARN
ERIC (education)	*Applied Science and Technology Index*
Sociofile (sociology)	*Art Index*
GPO (government documents)	*Biological and Agricultural Index*
MLA International Bibliography (language and literature)	*Business Periodicals Index*
PsychLIT (psychology)	*General Science Index*
MEDLINE (medicine)	*Humanities Index*
CINAHL (nursing)	*Readers Guide Abstracts*
PAIS (public affairs information)	*Social Science Index*
	ABI Inform (business)

The *Proquest Dissertation Abstracts OnDisc* is available on *LEARN* through the campus network and on a single-user workstation in the first floor Reference Department.

See also: **CD-ROM**
Training, IO, CD-ROM

(RB 8/94)

INDEXES, PERIODICAL

The Library's main collection of printed indexes and abstracts is located in the first-floor **Reference Department**.

Newspaper and periodical indexes provide subject access to articles that appear in newspapers, popular magazines, and specialized subject journals. The printed indexes are shelved in alphabetical order by title. All titles on **ILLINET Online** with a GRI location code are periodical indexes and shelved as described above; the call numbers should be ignored.

A complete list of the periodical indexes designating shelf location is available at the first-floor reference desk. The **Periodicals Holdings List** also includes index titles.

See also: **CARL UnCover**
CD-ROM
FirstSearch
Index Networks
LEARN

(RB 8/94)

INFOPASS/DATAPASS

Contact: Reference Department desk (first floor), 753-1995

The *Infopass/Datapass* program was initiated in 1973 by the Illinois Regional Library Council. It is a cooperative resource-sharing arrangement aimed toward opening access to library services and collections not ordinarily open to the general public. Most NIU graduate students and faculty seek access to the University of Chicago and Northwestern University libraries. However, several other large private libraries in the Chicago area also accept Infopasses.

NIU students or faculty wanting an Infopass must fill out an Infopass/Datapass form. Forms are available only at the first floor **Reference** desk. The requestor must have exhausted the resources of the University Libraries in his subject area and must have identified a special collection or resource in another library that will further the research project. Requestors must be screened by a reference librarian. The screening librarian makes sure the form is filled out completely and should include a note on the specific collections or materials needed by the requestor. The form must also be signed by the referring librarian.

Participating libraries determine the extent of services offered to individuals from outside their own user communities. The Infopass generally allows the requestor five visits to the designated library per academic semester or quarter. Infopasses do not allow circulation privileges; materials may be used in the library only. For detailed procedures of the Infopass/Datapass program, refer to Section IX of the *Chicago Library System ILLINET Procedures Manual* (1987), available at the First Floor Reference Desk.

See Also: **Appendix B, Forms**
Reciprocal Faculty Borrowing Program

(RB 8/94)

INFORMATION DESK, FIRST FLOOR

Information Desk: 753-1995
Contact Person: Mary Ellen Krasula, FML 102, 753-9853

Service Desk Hours (Fall/Spring semesters):

Monday - Thursday	9:00 am - 9:00 pm
Friday	9:00 am - 5:00 pm
Saturday	9:00 pm - 5:00 pm
Sunday	1:00 pm - 9:00 pm

Information Desk staff answer directional questions and assist patrons in the use of **ILLINET Online**. The Information Desk has four ILLINET Online computers available to the public. Patrons needing help with research questions are referred to the **reference** desk. Patrons can obtain **interlibrary loan** forms and **complaints and suggestions** forms at this desk as well.

(RB 8/94)

INTERLIBRARY LOAN SERVICES

Interlibrary Loan Office: FML 127, 753-9842
Contact Person: Tobie Miller, 753-9843
Unit Coordinator: Sherry McCowan, 753-9860

Interlibrary Loan Office Service Hours:

Monday - Friday 9:00 am - 5:00 pm

Interlibrary Loan (ILL) is a service that provides access to materials that are not available in the NIU Libraries. The service is available to the following categories of patrons:

* NIU faculty
* Graduate and undergraduate students
* Staff
* Academic Research Card holders

Patrons should take the following steps to request materials:

1. For books: Fill out a white ILL request form for each item desired.

   For periodical articles: Fill out a blue copy request form for each article to be photocopied.

   For **Document Express** items: Fill out a pink request form for each item desired.

2. Deposit completed request forms in the wooden bin at the east end of the **Circulation** desk or bring completed forms to the ILL office during service hours.

ILL forms are available at the **Information Desk**, at reference desks in FML and branch libraries, in a literature rack next to the deposit bin, and in the ILL office. Document Express forms are available at reference desks only.

In order that their requests be met accurately and efficiently patrons must provide complete and accurate bibliographic information when they fill out the request forms. Patrons who would like to know the locations of desired items should use the **ILLINET Online** system or ask a reference librarian for assistance.

See also: **Appendix B: Forms**

(RB 8/94)

JUVENILE COLLECTION, FOURTH FLOOR

Contact Person: Charles Larry, FML 304, 753-1634

The Juvenile Collection, a special collection of children's and young adult books, is located on the 4th floor of the Library, south of the elevator core, behind the oversize books. See **Maps**. It consists of some 39,000 volumes and is primarily used as a teaching collection, i.e., used by students of children's literature and art and design. The loan period for Juvenile books is two weeks.

The Collection is divided into four areas:

92 (Biography)--identified by blue range labels;

EASY--identified by yellow range labels;

The main collection--cataloged under the Dewey Decimal System--identified by green range labels; and

FIC (fiction)--identified by orange range labels.

LCS, see ILLINET ONLINE

LAN (Local Area Network), see INDEX NETWORKS

(RB 8/94)

LAW LIBRARY

Location: Swen Parson Hall
Circulation Desk: 753-0507
Contact Person: Thomas Woxland, Director, 753-0505

Service Hours (Fall/Spring semesters):

Monday - Thursday	7:45 am - 11:30 pm
Friday	7:45 am - 6:00 pm
Saturday	10:00 am - 6:00 pm
Sunday	12:00 am - 11:30 pm

The David C. Shapiro Memorial Law Library is maintained and administered separately by the College of Law and is not considered a part of the University Libraries. Services include reference, interlibrary loan, computer online database searching, circulation, and reserves. The Law Library is also a selective Government Depository Library. Services are directed toward College of Law students and faculty. Secondary user groups include Members of the Bar and their agents, law school alumni, the university community, and the general public.

As of Fall 1994, the Law Library's book and periodical collections are accessible on **ILLINET Online**. Law Library periodicals are included in the University Libraries **Periodicals Holdings List** (supplement section, volume four--blue pages). Computer research systems available upon request include: *LEXIS*, *NEXIS*, *WESTLAW*, *LIS*, *Hannah Information System*, *Vu-Text* and *QUIKLAW*. *LegalTrac*, a CD-ROM periodical index, is available for public use.

LEARN

LEARN (Library Electronic Access Resources Network) is the University Libraries electronic service on the campus network. LEARN provides university community members, who have access to a personal computer linked to the campus-wide network, the opportunity to search a variety of electronic indexes from their office or department. In the future, as LEARN evolves and grows, additional electronic indexes will be added to the menu.

See also: **Index Networks**

(RB 8/94)

LEGISLATIVE INFORMATION SYSTEM (LIS)

Contact Person: Tim Skeers, FML 245A, 753-0797

The *Legislative Information System* (LIS) is operated by the Legislative Information Bureau of the Illinois General Assembly. Access to the LIS is available in Founders Library through the **ILLINET Online** terminal in the **Government Publications Department**. This system provides information about the status of current bills in the Illinois General Assembly, as well as the full text and legislative history of all bills and legislation. Full text from the *Illinois Administrative Code* is also on the system, as well as directory information for legislators and state officials. The LIS is available generally between 8:00 am and 4:30 pm Monday through Friday. Most patrons will need some assistance in using the system.

LIBRARY FACTS AND FIGURES

Northern Illinois University. University Libraries.

Founded 1899

Personnel:	Professional Librarians	39
	Operating Staff	92
	Student Assistants	51
Library Holdings:	Book Volumes	1,354,657
	Periodical Subscriptions	13,215
	Government Publications	1,308,122
	Microforms	2,054,616
	Audiovisuals, Recordings	36,063
	Maps	214,183

David C. Shapiro Memorial Law Library

Founded 1974

Personnel:	Professional Librarians	5
	Operating Staff	7
	Student Assistants	15
Library Holdings:	Book Titles	27,122
	Book Volumes and Bound Periodicals	103,021
	Periodical Subscriptions	2,912
	Microforms	377,096

Source: *American Library Directory, 1994-95.*

(RB 8/94)

LIBRARY INSTRUCTION

Library Instruction Office: FML 145 (Reference Department office)
Contact Persons: Karen Becker, Coordinator, FML 145B, 753-1770
Darla Keller, Clerk, 753-9851

Librarians offer library bibliographic instruction (BI) to help students learn about the library, including how to conduct more effective library research. The largest library instruction program teaches library skills to English 103, 104, and 105 students. Also, the library holds a three-week laboratory in FML 202 each September for COMS 100P students.

Librarians provide classroom library instruction by appointment. Please refer all faculty inquiries about scheduling a BI session or library tour to the Library Instruction Coordinator or Clerk. For assistance with library equipment, notify the library instruction clerk.

Most English BI classes are held in FML 202. Most higher level BI classes and **CD-ROM** classes are held in FML 302. **ILLINET Online** training sessions are held in FML 297. The schedule book listing all classes and tours is kept in the **Reference Department** office, FML 145. For information on times and classes scheduled, call 743-9851 or 753-0525. All outside groups, including high schools, should contact the Library Instruction Coordinator to schedule library visits. Requests to reserve **meeting rooms** in the library other than the Library Instruction classrooms should be referred to the Library **Administrative Offices**, FML 428, telephone 753-9808.

See also: **Training: IO, CD-ROM**

(RB 8/94)

LIBRARY OF CONGRESS SUBJECT HEADINGS

The University Libraries uses the *Library of Congress Subject Headings* (LCSH) to assign uniform and consistent subject headings to the books and other materials it acquires and catalogs. It is necessary to use the subject headings in order to do subject searches in **ILLINET Online** or the **card catalogs**. Copies of the LCSH, published in four large red volumes, can be found at each reference desk, the **Information Desk**, **Microforms**, and in the branch libraries. An explanation of the concept of subject headings and instructions for their use can be found in the front of the volumes. Patrons needing assistance should ask for help at any reference desk.

LOCAL GOVERNMENT RECORDS

Swen Parson Hall 155, 753-1779
Contact Person: Glen Gildemeister, 753-9392

Service Desk Hours:

Monday - Friday 8:00 am - 4:30 pm

The Local Government Records Collection is part of the Illinois Regional Archives Depository system (IRAD) administered by the Illinois State Archives. The Earl W. Hayter **Regional History Center** at NIU serves as one of six regional depositories throughout Illinois involved in preserving local public records and making them available to researchers. Types of records in this collection include tax records, circuit court case records, probate records, school board minutes, planning commission documents, naturalization papers, and militia roll records.

See also: **Archives, University**

(RB 8/94)

LOCATION CODES -- ILLINET ONLINE

IO LOCATION CODE	MATERIAL DESCRIPTION	LOCATION
AMX	Academic Media Center Circulating AV Materials	Microforms (2nd floor FML)
AQR	Acquisitions Reference	Acquisitions (Lower Level FML)
BUO	Building Use Only	
CAT	Items being cataloged or Cataloging Reference	Cataloging (Lower Level FML)
DSR	Disability Services Reference	Study Room for Persons with Disabilities (Room 137 FML)
ERR	Record is in error	
F1R F2R F3R F4R	Reference Books	1st Floor Reference 2nd Floor Reference 3rd Floor Reference 4th Floor Reference
FAO	Faraday Oversize	Faraday Library (Faraday Hall 212)
FAP	Faraday Periodicals	Faraday Library (Faraday Hall 212)
FAR	Faraday Reference Books	Faraday Library (Faraday Hall 212)
FAX	Faraday Circulating Books	Faraday Library (Faraday Hall 212)
FIR	Films and Videos Restricted Use Materials	Microforms (2nd floor FML)
FIX	Films and Videos Circulating Materials	Microforms (2nd floor FML)
GPR	Government Publications Reference Materials	Gov Pubs Dept (2nd floor FML)
GPX	Government Publications Reference Materials	Gov Pubs Dept (2nd floor FML)
GRC	Computer Reference	First Floor Ref (Room 102 FML)

IO LOCATION CODE	MATERIAL DESCRIPTION	LOCATION
GRI	Reference Indexes	First Floor Ref
HEP	Hoffman Periodicals	Hoffman Estates Campus Educ. Lib
HER	Hoffman Reference Materials	Hoffman Estates Campus Educ. Lib
HEX	Hoffman Circulating Books	Hoffman Estates Campus Educ. Lib
JUX	Children's Books	Juvenile Collection (Dewey Decimal)
LWD	Law Library Documents	Law Library (Swen Parson Hall)
LWR	Law Library Reference	Law Library (Swen Parson Hall)
LWX	Law Library Circulating Books	Law Library (Swen Parson Hall)
MCP	Microforms Periodicals	Microforms (2nd floor FML)
MCR	Microforms Restricted Use	Microforms (2nd floor FML)
MCX	Microforms Material	Microforms (2nd floor FML)
MPR	Maps, Atlases & Books Reference	Map Library (Davis Hall 222)
MPX	Maps, Atlases & Books	Map Library (Davis Hall 222)
MSG	Missing Material	
MUA	Music Cassettes	Music Library (Music Bldng 175)
MUB	Music Compact Discs	Music Library (Music Bldng 175)
MUE	Music Discs	Music Library (Music Bldng 175)

IO LOCATION CODE	MATERIAL DESCRIPTION	LOCATION
MUI	Music Indexes	Music Library (Music Bldng 175)
MUM	Music Microforms	Microforms (2nd floor FML)
MUO	Music Oversize Circulating Books	Music Library (Music Bldng 175)
MUP	Music Periodicals	Music Library (Music Bldng 175)
MUR	Music Reference Materials	Music Library (Music Bldng 175)
MUS	Music Scores	Music Library (Music Bldng 175)
MUT	Music Tapes	Music Library (Music Bldng 175)
MUX	Circulating Music Books and Recorded Media	Music Library (Music Bldng 175)
NISTX	Circulating Books	Call Numbers A - E 2nd Floor F - P 3rd Floor Q - Z 4th Floor
NRR	Reference Books	Regional History Center (SP 155)
NRX	Archival and Historical Materials - Restricted Use	Regional History Center (SP 155)
PEO	Periodicals Oversize	Periodicals Dept (1st Floor FML)
PER	Periodicals Reference	Periodicals Dept (1st Floor FML)
PEX	Periodicals & Newspapers	Periodicals Dept (1st Floor FML)
RBO	Rare Books Oversize	Rare Book Room (4th Floor FML)
RBP	Rare Books Periodicals	Rare Book Room (4th Floor FML)
RBR	Rare Books Reference Materials	Rare Book Room (4th Floor FML)

IO LOCATION CODE	MATERIAL DESCRIPTION	LOCATION
RBX	Rare Books Restricted Materials	Rare Book Room (4th Floor FML)
RES	Reserve Reading Room	Reserve Room (Room 104 FML)
ROR	Rockford Reference	Rockford Campus (Rockford,IL)
ROX	Rockford Circulating Books	Rockford Campus (Rockford, IL)
RSG	Government Publications	Storage (Lower Level FML)
RSR	Reference Materials	Storage (Lower Level FML)
SAO	S.E.A. Oversize	Southeast Asia Collection (4th floor FML)
SAP	S.E.A. Periodicals	Southeast Asia Collection (4th floor FML)
SAR	S.E.A. Reference	Southeast Asia Collection (4th floor FML)
SAX	S.E.A. Circulating Books	Southeast Asia Collection (4th floor FML)
SPO	Special Collections Oversize	Rare Book Room (4th floor FML)
SPP	Special Collections Periodicals	Rare Book Room (4th floor FML)
SPR	Special Collections Reference Materials	Rare Book Room (4th floor FML)
SPX	Special Collections Restricted Use	Rare Book Room (4th floor FML)
STO	Oversize Circulating Books	4th floor FML
STX	see NISTX	see NISTX

IO LOCATION CODE	MATERIAL DESCRIPTION	LOCATION
TAO	Taft Oversize	Lorado Taft Campus Library (Oregon, IL)
TAP	Taft Periodicals	Lorado Taft Campus Library (Oregon, IL)
TAR	Taft Reference Materials	Lorado Taft Campus Library (Oregon, IL)
TAX	Taft Books and Recreational Realia	Lorado Taft Campus Library (Oregon, IL)

LOCKERS

Contact Person: Vicky Smith, FML 411, 753-9835

Full-time graduate students, students with disabilities and students taking the CPA Review test may rent private lockers in the library. Rental arrangements are handled through the library **Administrative Offices**. The rental fee is a five-dollar key deposit, refundable upon surrender of the locker and return of the key. Lockers must be renewed each semester. The lockers are located in various places on floors two, three, and four. Security personnel check lockers periodically for reference and noncirculated library materials.

Public lockers are located on the lower level in the **Student Lounge**. The cost is twenty-five cents (quarters only), which is non-refundable.

(RB 8/94)

LORADO TAFT CAMPUS LIBRARY

Location: Lorado Taft Campus, Oregon, IL 61061
Contact person: Mike Gabriel, FML 293, 753-1849
Staff person: Marcia Bradlee, 753-0205, ext. 114

Service Hours (Fall/Spring semesters)

Monday - Thursday	8:30 am - 12:00 noon
	1:00 pm - 4:30 pm
	6:00 pm - 9:00 pm
Friday	8:30 am - 12:00 noon
	1:00 pm - 4:30 pm
Saturday	9:00 am - 12:00 noon
Sunday	6:00 pm - 9:00 pm

The Taft Library collections focus on outdoor education and related subjects. In addition to a book and periodical collection, the library contains a wide variety of materials and field equipment used in outdoor education. Services include circulation, reference, reserve, and **Interlibrary Loan**. Taft books are included in **ILLINET Online** and may be requested by Founders Library and branch library patrons through the Interlibrary Loan service.

LOST AND FOUND

Contact: Security Office, First Floor FML, 753-0164

A lost and found service is available through the **Security** office located behind the **Circulation Services** desk area in Founders Library. The University Police picks up all unclaimed lost items each Thursday at 9:00 a.m. The items are then transferred to the Office of Public Safety located in the Health Services Building.

Lounge, see STUDENT LOUNGE

(RB 8/94)

MAP LIBRARY

Map Library Office: Davis Hall 222
Contact Person: Mike Gabriel, FML 293, 753-1849
Staff Person: Mitra Mohabbat, 753-1813

Service Hours (Fall/Spring semesters):

Monday - Wednesday	9:00 am - 8:00 pm
Thursday - Friday	9:00 am - 5:00 pm
Saturday and Sunday	**CLOSED**

Contains over 214,000 maps, 2,200 volumes of atlases, gazetteers, globes, and other reference materials to support the programs of the Geology and Geography departments. The Library holds a complete collection of U. S. Geological Survey maps and an array of government depository maps. Most items may be circulated for a two-week period; others may be put on reserve by professors for use in the library only. A copy machine is available for use.

MATHEMATICAL SCIENCES READING ROOM

DuSable Hall 329, 753-0566
Contact Person: Mike Gabriel, FML 293, 753-1849
Staff: Romae Cormier, 753-6755

Reading Room Hours:

Monday - Friday	8:00 am - 12:00 noon
	1:00 pm - 4:30 pm

The Mathematical Sciences Reading Room contains current issues of some math journals carried by the University Libraries. When issues return from binding they are shelved in the "QA" call number section on the fourth floor of Founders Memorial Library. These volumes are marked "building use only." To locate a specific title, refer to the **Periodicals Holdings List**.

(RB 8/94)

MEETING ROOMS

Contact Person: Marge Kitch, FML 428, 753-9808

NIU faculty, staff, and students wishing to use library meeting rooms on the second and third floors may reserve them by calling or going to the library **administrative offices** during business hours. **Library instruction** classrooms are FML 202, 297, and 302; these may be reserved in the first-floor **Reference** office, FML 145. An additional classroom is located on the fourth floor in FML 452. To reserve this room call Jitka Hurych (753-1947). For locations of classrooms and meeting rooms, see **maps**.

Microfiche, see MICROFORMS AND MEDIA SERVICE

MICROFORMS AND MEDIA SERVICES

Microforms Service Desk: 753-1389
Microforms and Media Services Office: FML 265, 753-0097
Contact Person: David Shavit, Head, FML 266, 753-1849

Service Desk Hours (Fall/Spring semesters)

Monday - Wednesday	9:00 am - 12:00 midnight
Thursday	9:00 am - 9:00 pm
Friday	9:00 am - 5:00 pm
Saturday	1:00 pm - 5:00 pm
Sunday	1:00 pm - 12:00 midnight

Microforms and Media Services is located on the southeast corner of the second floor. It houses approximately 2 million volumes in microformat as well as audio-visual format. Microfilm/fiche readers and coin operated printers as well as audiovisual equipment for slides, film strips, cassettes and sound recordings are available in FML 268. Staff members are on duty during service desk hours to assist the patron in locating items and setting-up audio-visual equipment.

The Microforms and Media Services Department also includes the **film and video collection** and the **film/video viewing rooms.**

(RB 8/94)

MUSIC LIBRARY

Office: Music Building 175
Circulation and Reference Desk: 753-1426
Contact Person: Stephen Wright, Music Librarian, 753-9839

Service Hours (Fall/Spring semesters):

Monday - Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 5:00 pm
Saturday	1:00 pm - 5:00 pm
Sunday	1:00 pm - 10:00 pm

The Music Library supports the programs of the Music Department. Collections include music reference books, periodicals, indexes, biographies, sheet music, audiocassettes, records, and CDs. Various listening devices are available for use. Services include reference, circulation, reserves, and **Interlibrary Loan**. Access to **ILLINET Online** is available.

NEWSPAPER READING ROOM

Location: FML 152
Periodical Service Desk: 753-1976

The Newspaper Reading Room, located in the northeast corner of the Periodicals Department, houses a collection of international and domestic newspapers available for patron use. A few popular newspapers are kept at the **Periodicals Services** desk and are only available during service desk hours. The reading room is open during the times the library is open.

(RB 8/94)

OCLC

A public *OCLC* workstation is located in the first-floor **Reference Department**.

OCLC (Online Computer Library Center) is an online bibliographic database of library catalog records representing items owned by member libraries. It is the largest library database in the world. Most of its members are libraries in the United States and Canada, although libraries worldwide belong. *OCLC* is used primarily for cataloging and technical processing, but it can also be useful as a bibliographic verification tool. Any library patron may use the *OCLC* public terminal; however, most patrons' needs will be better met by using **ILLINET Online** or consulting a librarian. *OCLC* is also available through **FirstSearch**.

Online Catalog, see ILLINET ONLINE

(RB 8/94)

ONLINE SEARCHES, FEE-BASED

Contact Person: Byron Anderson, Coordinator of Computer Access Services, FML 102
Telephone: 753-1992

The University Libraries provides a fee-based online search service through the Computer Access Services office in the first-floor **Reference Department**. After consultation with the requester, the search analyst will do a customized computer database search tailored to meet specific information needs. Search analysts have access to hundreds of specialized databases through vendor services such as *DIALOG* or *BRS*.

* Cost	$20-$100+ (average cost $35-$40)
* Search Time	1 hour on average
* Requirements	By appointment only, at least 24 hours in advance
	Requester should be present during search
	Requester need not be affiliated with NIU
* Results	Printed bibliography for requester

Billing is made through the NIU Accounts Receivable Office; no payment is required the day of the search.

To set up an appointment, the requester needs to do one of the following:

1. Fill out a Computer Search Request form available at the first-floor Reference desk.

   Or

2. Call 753-1992 or 753-1995.

Searches may be scheduled for most daytime hours, Monday-Friday. Other times need to be arranged with the Coordinator for Computer Access Services. For further information, see the "Fee-Based Online Searches, Computer Reference Searches" brochure or refer the patron to the first-floor Reference desk.

See Also: **Appendix B, Forms**

(RB 8/94)

PAMPHLET FILES

A pamphlet file is available for use in a row of file cabinets along the south wall of the first-floor **reference** area. It is an extensive file of informational materials on diverse topics. Adjacent to the pamphlet file is a **career** file containing pamphlets on occupations and job searching. Patrons are welcome to use the files at will. Pamphlets may be checked out from the reference desk for a two-week period. A travel file of travel brochures and maps is available for use in the **Map Library**.

PERIODICALS HOLDINGS LIST

The *Periodicals Holdings List* (PHL) is the listing of all periodicals held by the University Libraries. Periodical titles held in **Microforms**, **Government Publications**, the **Southeast Asian Collection**, and the branch libraries are included in this list. Many monograph series and annual publications located in the stacks or in reference collections are also listed. Copies of the PHL are available in all branch libraries and in Founders Memorial Library in the following locations:

Periodicals
Reference Department
Information Desk
Government Publications Department
Microforms and Media Department
Social Sciences and Business Department
Humanities and Behavioral Sciences Department
Science and Engineering Department

A list of **Law Library** periodicals in included as a supplement at the end of the PHL.

Physically Handicapped, see DISABILITIES, SERVICES FOR PERSONS WITH

PERIODICALS SERVICES

Periodicals Service Desk: 753-1976
Periodicals Office: FML 145D, 753-9848
Contact Person: Lorraine J. Haricombe, FML 104-1, 753-9845

Service Desk Hours (Fall/Spring semesters)

Monday-Thursday	9:00 am - 12:00 pm
Friday-Saturday	9:00 am - 10:00 pm
Sunday	1:00 pm - 12:00 pm

The Periodicals Services Department is located in the south half of the first floor of Founders Library. Current issues of high-use materials, such as popular news magazines and newspapers, are kept behind the desk and circulated for two-hour periods. Periodicals Services maintains a current list of periodicals sent for binding and provides information on periodicals in microform. Students needing help finding references to articles on topics should be referred to the first-floor **reference desk**.

The most recent unbound issues of journals and magazines are shelved alphabetically by title in the section of the room next to the escalators. Back issues of journals and magazines are available in at least one of two formats: bound periodicals or **microforms**. Bound issues are shelved alphabetically by title in the main section of the room. A collection of current newspapers can be found in the **Newspaper Reading Room**. Although the department houses most of the periodicals owned by the library, some titles are kept in other locations. For questions about location of periodicals in the University Libraries consult the **Periodicals Holdings List**.

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RARE BOOKS AND SPECIAL COLLECTIONS, FOURTH FLOOR

Office: FML 403, 753-0255
Contact Person: Samuel Huang, Curator, FML 403E, 753-0255

Service Desk Hours (Fall/Spring semesters):

Monday - Friday	8:00 am - 12:00 Noon
	1:00 pm - 4:30 pm

The Rare Books Collection was established in April 1966 by Bernadine C. Hanby, then director of the University Libraries. With the move of the library from Swen Parson Hall to Founders Memorial Library in January 1977, the Rare Books Collection was expanded to include Special Collections. In April 1992, the reading room was formally dedicated as the Bernadine C. Hanby Rare Books and Special Collections Reading Room.

The Reading Room is located in the northwest section of the fourth floor of Founders Memorial Library. By the entrance is a replica of an 18th Century English wooden printing press known as a "common press." This working press has been used to demonstrate printing to classes or to print special leaflets and brochures for the University Libraries and the Rare Books and Special Collections Department.

The collections have grown over the past 25 years to more than 45,000 volumes. The earliest imprint in the Collection is a book published in 1493. Of particular interest is a special collection of approximately 6,500 volumes of old and rare books with a strong emphasis on English 18th century imprints. Included among the rare books are works of Pope, Swift, Burke, "Popish Plot" pamphlets, and Curtis's *North American Indian*. Other special collections include Midwestern Private Press publications; American Popular Literature from 1865 to 1920; Science Fiction and Western Fiction Magazines; Radical Pamphlets; and works of authors such as Walt Whitman, Jeremy Taylor, Vincent Starrett, H.P. Lovecraft, James Hanley, Lord Byron, Robert Burns, Alan Denson, Willard Motley, and Graham Greene. Two recently established collections are the Edward Ardizzone Collection (purchased by the Friends of NIU Libraries) and the African-American Collection (initiated by the Presidential Commission on the Status of Minorities and supported by President John E. La Tourette). Other significant and unique collections are the Johannsen-Dime Novels, Nisbet-Snyder Drama collection, and the Chicago Lyric Opera Archives.

Rare books do not circulate.

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RECIPROCAL FACULTY BORROWING PROGRAM

Contact Person: Lorraine J. Haricombe, FML 104-1, 753-9845

The University Libraries participates with more than 150 other research libraries throughout the United States and Canada in the Reciprocal Faculty Borrowing Program (RFBP). It is a program sponsored by **OCLC** that allows faculty members of participating institutions borrowing privileges and on-site access to the collections of some of the largest research libraries in North America.

NIU faculty who wish to travel to other libraries and freely use the research collections should apply to the Head of **Circulation Services** in Founders Library for an RFBP card. Library privileges will vary from institution to institution. For further information and a list of participating institutions, faculty members may contact the Head of Circulation at Founders Library.

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REFERENCE DEPARTMENT, FIRST FLOOR

Reference Desk/Information Desk: 753-1995
Reference Office: FML 145, 753-0525 or 753-9851
Contact Person: Doris Miller, Head, FML 136, 753-9850

Service Desk Hours (Fall/Spring semesters):

Monday - Thursday	9:00 am - 10:00 pm
Friday	9:00 am - 5:00 pm
Saturday	9:00 pm - 5:00 pm
Sunday	1:00 pm - 10:00 pm.

First-floor Reference (Ref 1) is the central reference department of Founders Memorial Library. It is the largest and most comprehensive of the library's reference/service desks, offering general reference assistance and instruction to students, faculty, and other library users. First-floor Reference/Information Desk service is available most of the hours the library is open. Reference librarians and graduate assistants answer questions and provide research assistance in subjects across discipline areas. More complex, technical reference/research questions will be referred to subject specialist librarians on the second, third, or fourth floors or the **Government Publications Department**. The reference area houses a broad-based reference book collection and the library's periodical **indexes** collection.

The Reference Department comprises several sub-components, including the **Information Desk**, **Interlibrary Loan Services**, **Library Instruction** coordination, Computer Access Services, and Services for Persons with **Disabilities**. A **TDD (telecommunications device for the deaf)** is available for use at the reference desk during regular service hours. Special collections in Ref 1 include a **telephone directory collection** (paper or **CD-ROM**), **pamphlet** and **career** files. Numerous brochures and guide sheets on the library's collections and services are available for free distribution from the information desk, reference desk, or from a literature display rack near the reference desk.

See also: **Training: IO, CD-ROM**
Computer Searches, Fee-based

Reference, Subject Departments, see:
SOCIAL SCIENCES AND BUSINESS REFERENCE
HUMANITIES AND BEHAVIORAL SCIENCES REFERENCE
SCIENCE AND ENGINEERING REFERENCE

REGIONAL HISTORY CENTER

Swen Parson Hall 155, 753-1779
Contact Person: Glen Gildemeister, 753-9392

Service Desk Hours:

Monday - Friday 8:00 am - 4:30 pm; except holidays

The Earl W. Hayter Regional History Center's collection includes original manuscripts and records generated by private individuals, institutions, and organizations from throughout the region. The collection spans the period from 1800 to the present and focuses on several major themes in the region's history:

* Agriculture
* Politics
* Ethnic heritage
* Commerce and industry
* The role of women
* Urban expansion

In addition, the center holds a variety of materials:

* County histories
* Plat books
* Maps
* Posters
* Oral histories
* Atlases
* Directories
* Broadsides
* Photographs
* Printed reference materials on the history of northern Illinois

The collections also include Federal census records and other resources useful for genealogical research. A guide to the collections is available for use in the Center.

See also: **Archives, University**
Local Government Records

RESERVE ROOM, FIRST FLOOR

FML 104A, 753-9847
Contact Person: Marcia Dick, Chief Clerk, 753-0163

Service Desk Hours (Fall/Spring semesters):

Monday-Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 5:00 pm
Saturday	11:00 am - 5:00 pm
Sunday	1:00 pm - 10:00 pm

The Reserve Room is where you go to check out:

* Articles professors have put on reserve for a specific class
* Books that are being held in reserve for specific classes
* The most up-to-date career planning/resume books
* Civil Service job descriptions
* The most current *Value Line Investment Survey*
* Tests from the **Test Collection**
* Old NIU course examinations
* Information on campus organizations

Loan periods for most materials are set by the instructor.
The following loan periods and overdue fines are in effect:

2 hour/building use only ---- $3.00 first hour, $1.00 every hour thereafter

2 hour/overnight loan ------- Same as above, $1.00 every day thereafter

1 day loan ---------- $3.00 first day, $1.00 every day after

3 day loan ---------- Same as above.

1 week loan ---------- Same as above.

To check out materials from the Reserve Room, patrons need the same identification as required by **Circulation Services**.

See also: **Books--Circulation**

REST ROOMS

See **Maps** for locations.

Note: Approximately one-half of the restrooms in Founders Library are closed during the summer session. Central restrooms on both the east and west wall of each floor will remain open throughout the year.

(RB 8/94)

SCIENCE AND ENGINEERING REFERENCE, FOURTH FLOOR

Reference Desk: 753-1798
Department Office: FML 304, 753-0985
Contact Person: Jitka Hurych, Head, FML 422, 753-1947

Service Desk Hours (Fall/Spring semesters):

Monday - Thursday	10:00 am - 4:00 pm
	6:00 pm - 8:00 pm
Friday and Saturday	1:00 pm - 4:00 pm
Sunday	1:00 pm - 5:00 pm

An appointment may also be made with any of the librarians when the desk is not open.

Specialized reference materials and service in the Science and Engineering fields is provided on the fourth floor in the Science and Engineering area, located just north of the elevator core. The service desk is staffed by librarians who have subject expertise and are responsible for collection development in the following areas:

Allied Health	Jitka Hurych
Communicative Disorders	Room 422
Computer Science	753-1947
General Science	
Medicine	
Nursing	
Psychiatry	
Biological Sciences	Ann Glenn
Chemistry	Room 419
Geology	753-1872
Engineering & Technology	Nestor Osorio
Mathematical Sciences	Room 423
Physics	753-9805

Located near the reference desk are **ILLINET Online** terminals and **CD-ROM** workstations. A special feature of this reference desk is a stand alone workstation featuring the *Math/Sci Disc* on CD-ROM.

SEC (10-K), see ANNUAL REPORTS, COMPANY

(RB 8/94)

SEAL, N.I.S.N.S. (in Lobby of Founders Library)

The N.I.S.N.S. mosaic seal, located near the library entrance, was originally located in Altgeld Hall. The initials stand for "Northern Illinois State Normal School," the name given the institution at its inception in 1895. The mosaic seal was placed in Founders' lobby in the late 1970s and was originally never meant to be walked upon.

SECURITY

Library Security Office, First Floor FML, 753-0164
Police (campus): 911 (emergency calls only)

Security personnel are available in Founders Library most of the hours the library is open. The Security Office is located in the **Circulation Services** area on the first floor. All problems involving personal safety, noise, restrooms, lost items, theft, etc., should be brought to the attention of a staff member at the Circulation Services Desk. For questions about emergency procedures in the library, consult the *Security and Emergency Procedures Manual* available at all service desks.

See also: **Appendix B: Forms**

SOCIAL SCIENCES, EDUCATION, AND BUSINESS REFERENCE, SECOND FLOOR

Reference Desk: 753-1689
Reference Office: FML 204, 753-0985
Contact Person: Joseph Parot, Head, FML 203, 753-0616

Service Desk Hours (Fall/Spring semesters):

Monday - Thursday	10:00 am - 4:00 pm
	6:00 pm - 8:00 pm
Friday and Saturday	1:00 pm - 4:00 pm
Sunday	1:00 pm - 5:00 pm

An appointment may also be made with any of the librarians when the desk is not open.

Specialized reference materials and service in the Social Sciences are provided on the second floor in the Social Sciences Reference area, located just north of the escalators. The service desk is staffed by librarians who have subject expertise and are responsible for collection development in the following areas:

History Political Science	Joseph Parot Room 203 753-0616
Management Marketing Operations Management Information Systems	Mary Grosch Room 204 753-0991
Accounting Banking and Investments Economics Finance Taxation	Jo Ann Aufdenkamp Room 207B 753-1054
Education Physical Education	Kwan-Yau Lam Room 207A 753-1351

Located near the reference desk are **ILLINET Online** terminals and **CD-ROM** workstations. The reference collection includes a resource file of **Annual Reports** of companies. A special feature of the Social Sciences reference desk is a stand-alone CD-ROM workstation featuring *Business Dateline* and *Morningstar Mutual Funds*.

(RB 8/94)

SOUTHEAST ASIAN COLLECTION, FOURTH FLOOR

SEA Office: FML 496, 753-1819
Contact Person: May Kyi Win, Curator, FML 497, 753-1809

Service Desk Hours (Fall/Spring semesters):

Monday - Thursday	10:00 am - 4:00 pm
	6:00 pm - 8:00 pm
Friday and Saturday	1:00 pm - 4:00 pm
Sunday	1:00 pm - 5:00 pm

The Donn V. Hart Southeast Asian collection (SEA) began in 1964 as a special collection of the University Libraries. The SEA collection is named in honor of a former director of the Center for Southeast Asian Studies and a prominent anthropologist specializing in the Philippines. It has become a resource of national and international importance. The collection includes books and periodicals in the following languages: Thai, Indonesian/Malay, Burmese, Hmong, Japanese, Khmer, Lao, Tagalog, and Vietnamese. In addition, the collection contains materials in European and other languages. Of special note are a collection of palm leaf manuscripts on microfilm and a children's book collection.

The Thai collection is especially rich. Holdings include books, cremation volumes (published and distributed as gifts on the occasion of cremation ceremonies, a rich source of literature, folklore, history and biographical information), government documents, maps, newspapers and periodicals, pamphlets, theses and dissertations. The Thai collection includes a number of rare items, such as the King Chulalongkorn edition of the *Tripitaka*, and one of only a few existing copies of Klaus Wenk's monumental *Mural Paintings in Thailand* (Zurich: 1975).

A specialized collection of Filipino-American newspapers and periodicals is also rich and comprehensive. The collection includes both current and retrospective titles.

The SEA area includes a reference and periodical collection. Reference service is available. Contact the SEA office, FML 496, for help. Also, an appointment may be made with a librarian for times when the service desk is not open.

(RB 8/94)

STORAGE (CLOSED STACKS)

Storage, designated in **ILLINET Online** with the **location codes** RSR (reference materials) or RSG (government publications), is located on the lower level of Founders Library. The **Periodicals Holding List** uses the designation "Closed Stack Area" for periodicals in storage. Materials kept in storage are usually older editions of reference works and periodical **indexes**, oversized government publications, or serials. To retrieve storage/closed stack materials, ask at the **Periodicals Services** desk.

Student Employment, see EMPLOYMENT, STUDENT

STUDENT LOUNGE

Located in Founders Library on the lower level, the student lounge is the only area of the library where it is permissible to eat and drink. Smoking is not permitted, as Founders Library is designated a non-smoking building. The student lounge offers the following amenities:

* a variety of **vending machines** for snacks and drinks;
* a change machine
* public and campus telephones, including a **TDD**
* coin operated lockers
* tables, chairs, and lounge seating.

SUBJECT SPECIALISTS, see:
Collection Development
Humanities and Behavioral Sciences Reference
Science and Engineering Reference
Social Sciences, Education, and Business Reference

Suggestions, see COMPLAINTS AND SUGGESTIONS

TDD (Telecommunication Device for the Deaf)

Reference Desk (first floor), telephone: 753-0150.

The TDD permits the hearing impaired to communicate with library staff at the **reference** desk via telephone lines.

See also: **Disabilities, Services for Persons With**
Telephones, Public/Campus

Taft Library, see LORADO TAFT LIBRARY

(RB 8/94)

TELEPHONE DIRECTORY COLLECTION

Telephone directories are shelved in the first-floor **Reference** area along aisle D. The collection contains Illinois telephone directories and a few international telephone directories. The Chicago and Chicago Suburban directories are shelved behind the reference desk.

For telephone numbers in Illinois communities not covered by the print directories, and for communities throughout the country, the reference department has available a national telephone directory on four **CD-ROM** disks called *ProPhone*. Refer patrons to the reference desk for assistance in using the *ProPhone* regional disks.

TELEPHONES, PUBLIC/CAMPUS

Public telephones are located in the **Student Lounge** on the lower level of Founders Library. (See **Maps**). Campus telephones are for on-campus calls only (any 753 number) and are free of charge. The Student Lounge also houses a public **TDD (Telecommunications Device for the Deaf)**.

See also: **Fax**

Ten-K Reports, see ANNUAL REPORTS, COMPANY

TEST COLLECTION

Contact Person: Kwan-Yau Lam, Education Subject Specialist, FML 207A, 753-1351

A collection of published educational and psychological tests is housed in the **Reserve Room**. It includes instruments designed to assess a wide range of psychological and physical traits, including intelligence, personality, aptitude, attitudes, achievement, and sensory-motor skills. The tests are generally covered by copyright law and are restricted in use. The purpose of the collection is to support undergraduate and graduate teaching and research in Education, Communication Disorders, and related disciplines. Patrons wishing to read and/or take out tests from the library must seek permission from the Education Subject Specialist. Once permission is granted, tests may be circulated for a one-week period. Renewals are allowed.

Old tests developed by NIU professors, to be used as study aids, are also available in the Reserve Room. Test study guides for the GRE, GMAT, etc., are located by call number in the reference collections in each subject reference department, and older editions are shelved in the Stacks.

Tours, see LIBRARY INSTRUCTION

(RB 8/94)

TRAINING, IO, CD-ROM

Contact Person: Byron Anderson, Coordinator for Computer Access Services, FML 102, Telephone: 753-1992

Librarians provide user training for **ILLINET Online** and CD-ROM products during the first three to four weeks of each semester. ILLINET Online training sessions provide users with hands-on experience. The following systems are covered:

ILLINET Online - Menu system
ILLINET Online - Command system--basic
ILLINET Online - Command system--advanced
CARL UnCover
Index Network - Silver Platter products
Index Network - WilsonDisc products

Training sessions are held on various days and times. A brochure titled *Online Catalog and CD-ROM Training Programs Schedule* outlines each semester's training schedule. Advance registration is required. Patrons may register by signing up at the **Information Desk** or by calling 753-1995. Instructors may arrange special training sessions for their classes. Training for the Online Catalog systems is held in FML 297. CD-ROM sessions are given in FML 302.

See also: **Library Instruction**

TYPING ROOM

FML 227

Typewriters for patron use are located in the typing room. The typewriters are coin-operated and only take quarters. Each quarter buys 15 minutes of typing time. Patrons must supply their own paper; the library supplies the ribbons. There are no staff on duty at any time in the typing room, so patrons are on their own. Instructions for obtaining new ribbons and reporting malfunctions are posted in the room. The typing room is open during the hours the library is open.

United Nations, see GOVERNMENT PUBLICATIONS DEPARTMENT

Videos, see FILM AND VIDEO COLLECTION

Vending Machines, see STUDENT LOUNGE

Viewing Rooms, see FILM AND VIDEO VIEWING ROOMS

Visually Impaired, see DISABILITIES, SERVICES FOR PERSONS

(RB 8/94)

APPENDIX A:

Library Terminology: Abbreviations, Acronyms, and Names

(Starred items have an entry in the main section of the handbook.)

AACR2	*Anglo-American Cataloging Rules, second edition*, the protocol used by NIU Libraries catalogers
AbleData	Electronic directory to products and equipment for people with disabilities
AHCI	*Arts and Humanities Citation Index*
AISS	Administrative Information Systems and Services, administrative computing division of ILCSO
ALA	American Library Association
AMC	Academic Media Center
APA	American Psychological Association
ASCII	American Standard Code for Information Interchange, a coded character set for data processing
ASI	*American Statistics Index*
BI	Bibliographic Instruction
BIP	*Books in Print*
BITNET	Because It's Time Network, interuniversity communications network, widely used for e-mail
BRS	Bibliographic Retrieval Services, Inc., an online searching service
BUO	Building Use Only
CARD	Cataloging and Automated Records Department
CARL*	Colorado Alliance of Research Libraries
CD-ROM*	Compact Disk Read Only Memory
CCH	Commerce Clearing House, publisher of business services
CCMCC	Cooperative Collection Management Coordinating Committee
CIJE	*Current Index to Journals in Education*, periodicals component of ERIC
CINAHL	*Cumulative Index to Nursing & Allied Health Literature*, bibliographic database on Index Network I
CIS	*Congressional Information Service*
CODSULI	Council of Directors of State University Libraries of Illinois
COM	Computer Output Microfilm
ComIndex	Electronic bibliographic database for communications studies, rhetoric, and journalism
CRS	Computer Reference Service
DAI	*Dissertation Abstracts International*
DIALOG	An online searching service
DLP	Depository Library Program
EconLit	CD-ROM version of the American Economic Association's *Journal of Economic Literature*
E-mail	Electronic mail, mail sent and received online
EPIC	OCLC's command-driven full online searching service

ERIC	Educational Resources Information Center/ERIC bibliographic database on Index Network 1
ESTC	*Eighteenth Century Short Title Catalog*
FirstSearch*	Online bibliographic database including OCLC's WorldCat database and various periodicals indexes, not on public computers
FML	Founders Memorial Library
GPO	Government Printing Office
ICAME/TACT	Electronic index to excerpts from 5 literature collections
IIS	*Index to International Statistics*
ILA	Illinois Library Association
ILCSO	Illinois Library Computer Systems Organization
ILL	Interlibrary Loan
ILLINET	Illinois Library and Information Network
Internet	International electronic communications network
IO	ILLINET Online
IRAD*	Illinois Regional Archives Depository
ISBN	International Standard Book Number
ISSN	International Standard Serial Number
JNA	NIU's OCLC symbol
LAC	Libraries Advisory Committee
LAN	Local Area Network
LC	Library of Congress
LCCN	Library of Congress Catalog-Card Number
LCS	Library Computer System, the circulation system component of ILLINET Online
LCSH	*Library of Congress Subject Headings*
LEARN	Library Electronic Access Resources Network, available through the campus backbone
LegalTrac	Bibliographic database for legal research
LEXIS	Legal Research Service, full-text database
LIBNET	NIU Libraries newsletter
LIS*	Legislative Information System
LJ	*Library Journal*
LOSAC	Library Operating Staff Advisory Committee
MARC	Machine Readable Cataloging
MathSci Disc	CD-ROM version of *Mathematical Reviews* and *Current Mathematical Publications*
MEDLINE	National Library of Medicine bibliograhic database on Index Network 1
MILO	Mainframe Interface to Libraries Online, ILLINET's menu mode
MLA	Modern Language Association of America (*MLA International Bibliography*, bibliographic database on Index Network 1)
NESE	National Economic, Social and Environmental, electronic database on economic statistics, time-series, and presidential documents on U.S. economy and social environment
NEXIS	A full-text newspaper database
NILS	Northern Illinois Library System
NREN	National Research and Education Network
NUC	*National Union Catalog*
NUCMC	*National Union Catalog of Manuscript Collections*

OCLC*	Online Computer Library Center
OCM	OCLC record identification number
OLDIO	Access option to ILLINET Online using line mode
OPAC	Online Public Access Catalog
OSHA	Occupational Safety and Health Act, electronic database
PAIS	*Public Affairs Information Service*, electronic bibliographic database
PDAO	*ProQuest Dissertation Abstracts Ondisc*
PHL	*Periodicals Holdings List*
PRISM	OCLC's online searching and ILL service
PROFS	**PR**ofessional **OF**fice System, IBM product used for e-mail on ILLINET Online
PsychLIT	APA bibliographic database on Index Network 1
RFBP*	Reciprocal Faculty Borrowing Program
RID	Record Identification Number, command used for searching OCM on IO
RIE	*Resources in Education*, documents component of ERIC
RLIN	Research Libraries Information Network
SCI	*Science Citation Index*
SEA*	Southeast Asian Collection
SEC	Securities and Exchange Commission
SILO	Serials of Illinois Libraries Online
SLA	Special Libraries Association
Sociofile	Bibliographic database for sociology and related disciplines on Index Network 1
SRI	*Statistical Reference Index*
SSCI	*Social Science Citation Index*
SSN	Standard Serial Numbers or Social Security Number
SuDocs	Superintendent of Documents
TDD*	Telecommunications Device for the Deaf
UNAS	Unassigned, LCS code for noncirculating items
WAN	Wide Area Network
WESTLAW	Full-text legal database
Wilson Discs	Wilson indexes on Index Network 2

(RB 8/94)

APPENDIX B: SAMPLE FORMS

Interlibrary Loan (ILL) Forms

1. *Loan Request* (Books)
2. *Copy Request* (Articles)
3. *Document Express*

Suggestions, Complaints, and Incident Report

4. *Suggestions*
5. *Library User Complaint Form*
6. *Incident Report*

Reference Desk Forms

7. *Infopass/Datapass*
8. *Dissertation and Masters Thesis Reproductions*
9. *Fee-Based Online Search Request*

Circulation Forms

10. *Application for Courtesy Card/Research Card*
11. *Minor Permission Form*
12. *Policy Regarding Authorization Card*
13. *Graduate Authorization Card*
14. *Search Request*
15. *Manual Check-out*
16. *Appeal of Library Charge*
17. *Search and Discharge*

Microforms

18. *Microforms Refund/Receipt/Charge*

LOAN REQUEST—NORTHERN ILLINOIS UNIVERSITY LIBRARIES
INTERLIBRARY LOAN SERVICES—127 FML

Date _____

Name _____ SS # _____
LAST FIRST

Phone _____
WORK

Address _____ _____
HOME

_____ Not needed after _____

Faculty ____ Graduate Student ____ Undergrad ____ Staff ____ Other ____

Author _____
LAST FIRST MIDDLE

Title _____

_____

_____ Date _____

Edition _____ City Published _____ Publisher _____

Found in: Online Catalog ____ OCLC ____ Other (be specific): _____

_____

Remarks: _____

PLEASE RETURN COMPLETED FORM TO ILL OFFICE, ROOM 127.

_____
PICKUP DATE SIGNATURE

LIBRARY USE ONLY

ORDERED _____
RECEIVED _____
LIBRARY _____
DUE _____
RENEWAL _____
RETURNED _____
OCLC _____
ILL _____

#2

COPY REQUEST—NORTHERN ILLINOIS UNIVERSITY LIBRARIES
INTERLIBRARY LOAN SERVICES—127 FML

Date _____

Name _____
LAST FIRST

SS# _____

Dept. or Address _____ Phone _____ WORK

_____ _____ HOME

Not needed after _____ Acct. # _____

Faculty ____ Graduate Student ____ Undergrad ____ Staff ____ Other ____

Journal Title _____
(Do not abbreviate)

Volume ____ No. ____ Date ____ Pages ____

Author _____
(Last) (First) (Middle)

Title of Article _____

_____

Found in (Specify title, date, page of index, abstract or book): _____

_____

[redacted]

Remarks _____

7/93 TM

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

DOCUMENT EXPRESS

Photocopy Request for Rapid Delivery Only
Northern Illinois University Libraries
Interlibrary Loan Services—127 FML

Date _____

Name _____
LAST FIRST

SS# _____

Dept. or Address _____ Phone _____ WORK

_____ _____ HOME

Faculty ____ Graduate Student ____ Undergrad ____ Staff ____ Other ____

Journal Title _____
(Do not abbreviate)

Volume ____ No. ____ Date ____ Pages _____

Author _____
LAST FIRST MIDDLE

Title of Article _____

_____

Found in (Specify title, date, page of index, abstract, or book): _____

_____

Remarks _____

7/94 TM

PLEASE SEE REVERSE SIDE FOR FURTHER INFORMATION.

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

- NIU Libraries uses the following document delivery vendors to get journal articles you need quickly:
  - CARL UnCover
  - UMI Article Clearinghouse
  - ISI's The Genuine Article
- The service goal is to provide your articles in 4 days or less, availability from vendors permitting.
- ILL will process no more than 10 Document Express requests per week.
- When your order arrives ILL personnel will call you to tell you it is available for pickup at the Circulation desk in FML.
- If your article cannot be provided by a document delivery vendor ILL will call you to discuss other options.

#4

SUGGESTIONS

NIU LIBRARIES

_____
(DATE)

SUGGESTION: _____

_____

_____

_____

_____

_____

NAME _____

ADDRESS _____
(STREET) (CITY) (ZIP)

PHONE (_____) _____
(AREA CODE)

RETURN COMPLETED CARD TO: Information Desk, Main Lobby, Founders Memorial Library, Northern Illinois University, DeKalb, Illinois 60115-2868.

— THANK YOU FOR YOUR SUGGESTION —

Please return or mail completed card to:

INFORMATION DESK
FOUNDERS MEMORIAL LIBRARY
MAIN LOBBY
NORTHERN ILLINOIS UNIVERSITY
DEKALB, ILLINOIS 60115-2868

#5

LIBRARY USER COMPLAINT FORM

Northern Illinois University
DeKalb, Illinois 60115-2868

The University Libraries

DATE: _____

NAME: _____
(LAST) (FIRST)

ADDRESS: _____
(STREET)

_____
(CITY) (STATE) (ZIP)

PHONE NO.: (____) _____ (____) _____
(WORK) (HOME)

USER STATUS: CHECK ONE

- ☐ FACULTY
- ☐ UNDERGRADUATE STUDENT
- ☐ DOCTORAL GRADUATE STUDENT
- ☐ STAFF MEMBER
- ☐ MASTER'S GRADUATE STUDENT
- ☐ OTHER _____ (SPECIFY)

PLEASE STATE COMPLAINT: _____

YOUR WRITTEN COMPLAINT WILL RECEIVE OUR IMMEDIATE ATTENTION.
IN THE PROCESSING OF COMPLAINTS, CONFIDENTIALITY REGARDING THE NAMES OF INDIVIDUALS IS RESPECTED.

RETURN FORM TO:

ASSISTANT DIRECTOR FOR PUBLIC SERVICES
FOUNDERS MEMORIAL LIBRARY
NORTHERN ILLINOIS UNIVERSITY
DEKALB, ILLINOIS 60115-2868

Northern Illinois University is an Equal Opportunity/Affirmative Action Employer

#6

Northern Illinois University
DeKalb, Illinois 60115-2868

Public Service Division
The University Libraries

University Libraries Incident Report

Date ___/___/___ Report filed by: _____

☐ a.m.

Time _____ ☐ p.m.

Name _____
(LAST) (FIRST) (MIDDLE)

Address _____
(STREET)

_____
(CITY) (STATE) (ZIP CODE)

Phone Number _____

Social Security Number _____

Status (check one)

☐ NIU Student
☐ NIU Faculty
☐ NIU Staff
☐ Other (Specify) _____

Type of Incident (check one)

☐ Theft
☐ Injury
☐ Illness
☐ Other (Specify) _____

Brief Description of Incident

Time of Incident _____ Date of Incident _____

Place/Location of Incident _____

FACTUAL Description:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Check Appropriate Boxes

Ambulatory	☐ yes	☐ no
Referred/Sent to Hosp.	☐ yes	☐ no
Health Ctr.	☐ yes	☐ no
Ambulance Call	☐ yes	☐ no
Contacted Campus Security	☐ yes	☐ no
Judicial Report Filed	☐ yes	☐ no

Action Taken

_____
_____
_____
_____
_____
_____
_____
_____

Witness(es) List name, address & phone number

_____
_____
_____
_____

White: Library Security
Yellow: Library Administration
Pink: Campus Security

8[illegible]

REV. 1/11/89 E.T.

Northern Illinois University is an Equal Opportunity/Affirmative Action Employer

INFOPASS/DATAPASS

ORIGINATING LIBRARY: Retains copy 1 for its files.

INFOPASS/ DATAPASS USER: Presents copies 2 & 3 to source library.

SOURCE LIBRARY: Retains copy 2. Returns copy 3 to METS office.

THIS SECTION TO BE COMPLETED BY ORIGINATING LIBRARY – Please Print

Please present this form to:

TO
_____ Source Library
_____ Address
_____ City _____ Phone
ATTN: _____ Source Librarian

Date of Request: _____

FROM
_____ Originating Library
_____ Address
_____ City _____ Phone
REFERRED BY: _____ Librarian's Signature

FOR
_____ Name of User
_____ Address
_____ City _____ Zip _____ Phone
_____ ID – Type and Number
Apt. Date: _____ Time: _____

SPECIFIC INFORMATION/MATERIAL NEEDED:

RESTRICTIONS AND/OR COMMENTS:

Comments of Source Library should be recorded on reverse side.

THIS ADDITIONAL SECTION TO BE COMPLETED FOR DATAPASS REFERRALS TO CACIC LIBRARY

BY CLIENT

Client agrees to pay all service charges and to release all parties involved from liability for the quality of service.

_____ Client's Signature

BY CACIC LIBRARY

Database(s) Searched: _____ Charges:

Date of Search: _____
Time Online: _____

FEES

Administrative: _____
Online _____
Offline _____
Other _____
Total $ _____

METS c/o Chicago Library System, Multitype Library System Development Office
1224 W. Van Buren St., Chicago, IL 60607 (312-738-7694)

1

Dissertation and Masters Thesis Reproductions

ORDER FORM D
Effective Sept. 1, 1989

U.S./U.S. Territories/Canada		#8 Microfilm/fiche	Paper Cover	Hard Cover
Academic*		$20.00 each	$29.50 each	$36.50 each
Non-academic		$32.50 each	$51.50 each	$62.50 each
Shipping and Handling	4th class	$2.00 for the first copy and $.50 for each additional copy	$2.25 for the first copy and $.75 for each additional copy	
	Air or best way	$2.50 for the first copy and $1.00 for each additional copy	$4.00 for the first copy and $2.00 for each additional copy	

* Academic prices apply to U.S. and Canadian university and college libraries, departments, faculty, staff, and students.

For prices outside the U.S. and Canada, call or write UMI. When ordering, allow 10 days/best way, 4 weeks/fourth class for delivery. Prices are subject to change without notice.

Order Number	Author's Full Name	Format	Price	Quantity	Total

** Indicate

Film	for 35mm Roll Microfilm
Fiche	for 98-Frame Microfiche (for titles with a 7fc- prefix)
PS	for Soft Cover Paper Copy
PH	for Hard Cover Paper Copy

Sub-Total	
Your State Sales Tax	
Shipping & Handling	
Total	

Individuals

Please prepay by check or money order or use: VISA ☐ MasterCard ☐ or American Express ☐

Account Number _____ Expiration Date _____

Telephone No. ( ) _____

☐ I am enclosing a ____ check ____ money order in the amount of $ _____

Libraries and Institutions

P.O. No. _____

Telephone No. ( ) _____

Librarians: If you use an institutional purchase order, please attach it to our order form.

Ship to:

Name _____

Title _____

Institution _____

Address _____

City _____ State or Province _____

Zip or Postal Code _____

Bill to:

Name _____

Title _____

Institution _____

Address _____

City _____ State or Province _____

Zip or Postal Code _____ 83

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From Canada call TOLL FREE at 1-800-343-5299, x781.

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A Bell & Howell Company

University Microfilms Inc.
300 North Zeeb Road
Ann Arbor, MI 48106-1346 USA

BEST COPY AVAILABLE

Thank You for your Order

6/89 Form D 1389

#9

Fee-Based Online Search Request

Computer Reference Services
Northern Illinois University Libraries
DeKalb, Illinois 60115-2854
(815) 753-1992

Office Use Only

Appointment Date: _____

Time: _____

Accepted by (initials): _____

Search Analyst: _____

Requestor Name: _____ Soc. Sec. #: _____

Billing Name (if different from above): _____

Address: _____ Department/Major: _____
STREET

_____ Phone Number (Home): _____
CITY ZIP

(Work): _____

Status (check one)

_____	freshman	(01)	_____	faculty	(08)
_____	sophomore	(02)	_____	staff	(09)
_____	junior	(03)	_____	business (private sector)	(10)
_____	senior	(04)	_____	business (public sector)	(11)
_____	masters	(05)	_____	other	(12)
_____	doctoral	(06)			
_____	non-NIU student	(07)			

Purpose of search (check one)

_____	library administrative support	(01)
_____	class project/term paper	(02)
_____	teaching/course preparation	(03)
_____	dissertation	(04)
_____	demonstration/training	(05)
_____	grant project	(06)
_____	master thesis	(07)
_____	personal use	(08)
_____	preparation for publication	(09)
_____	research	(10)
_____	ready reference	(11)
_____	search preparation	(12)
_____	other	(13)

Method of payment: (check one)

☐ Personal Payment

☐ University Account _____

☐ Research Grant Account _____

Agreement: I hereby authorize NIU Libraries to perform the online search/es specified on this form and agree to pay charges incurred for computer time, telecommunications, royalty fees, and printing, even if the search results in no relevant citations. If results are provided in machine-readable form, I acknowledge that such data may be protected by the copyright law (Title 17, U.S. Code) and by agreements with the online service vendor and/or database produce.

Signature _____ Date _____

#10

NORTHERN ILLINOIS UNIVERSITY
The University Libraries
Application for Courtesy Card/Research Card

Patron Identification: ____ – ____ – ____
SOCIAL SECURITY NO.

Name _____ Date _____
PLEASE PRINT

Address _____
STREET/APT. NO. CITY STATE ZIP

Telephone No. (Home) _____ (Office) _____

Classification: College Student ___ at _____

Reference

Teacher ___ at _____

Other (i.e., position, place of employment) _____

Student
High School Yes ☐ No ☐ _____

Date of Birth: _____ Age: _____

Middle/Elementary School Yes ☐ No ☐ _____

Date of Birth: _____ Age: _____

Parental Authorization Slip Needed: Yes ____ No ____

Driver's License No. _____

Identification Presented: _____

(over)

Reason for request/Type of material needed _____

_____

NIU Graduate? _____
YEAR

Authorized by: _____
LIBRARY STAFF

Please Read: I UNDERSTAND THAT BOOKS BORROWED FROM NIU LIBRARIES WITH MY LIBRARY CARD ARE MY SOLE RESPONSIBILITY, THAT I SHALL ABIDE BY THE LOAN REGULATIONS AND POLICIES, AND THAT I SHALL REPORT ANY CHANGE OF NAME, ADDRESS, ETC.

_____
SIGNATURE

LIBRARY USE ONLY

Type of card issued: _____

Expiration Date: _____

Card mailed ____ or issued in person ____

Patron record input on LCS: Yes ____ No ____

Initials: _____

85

NIU LIBRARIES, DEKALB, IL 60115
02-15-90 CIRCULATION

#11

Northern Illinois University
DeKalb, Illinois 60115-2868

The University Libraries

_____
(DATE)

MINOR PERMISSION FORM

TO: CIRCULATION DEPARTMENT
FOUNDERS MEMORIAL LIBRARY
NORTHERN ILLINOIS UNIVERSITY

I, _____
(PRINT NAME OF PARENT OR GUARDIAN)

will assume all responsibility for any library materials charged out or fines/charges incurred by

_____ / _ _ _ _ _ _ _ _ _ .
(PRINT NAME OF MINOR) (SOCIAL SECURITY #)

_____ _____
(MINOR'S SIGNATURE) (PARENT/GUARDIAN'S SIGNATURE)

_____
(PARENT/GUARDIAN SOC. SEC #)

ADDRESS: _____

_____

BORROWER MUST HAVE OWN SOCIAL SECURITY NUMBER TO APPLY FOR A COURTESY CARD.

FOR OFFICE USE ONLY

DATE FORM GIVEN OUT _____ STAFF INITIALS _____

DATE COURTESY CARD ISSUED _____ STAFF INITIALS _____

DATE COPY SENT _____ STAFF INITIALS _____

revised: 4-10-89/MSM

Northern Illinois University is an Equal Opportunity/Affirmative Action Employer

#12

Northern Illinois University
DeKalb, Illinois 60115-2868

The University Libraries

Memo To: Faculty Member

From: Head of Circulation

Subject: Policy Regarding Authorization Card

Please be aware that signing the attached card extends the following privileges to the named graduate assistant:

- Your graduate assistant may charge out books and periodicals in your name. Books will be charged by computer when possible, and so, there will be no signature record as to who actually charged out the item (i.e. you or the graduate assistant). Manual charge cards will be used for library materials not listed on our computer system and for periodical charges.

- Loan periods for library materials vary. Consult the library policies on circulation loan periods 049 for more specific information. Your graduate assistant may pick up interlibrary loan, remote charge, and recall items that have been ordered for you. They may also originally order these items in your name.

Please note that, if library materials are overdue or are billed as lost for not having been returned, you will receive the overdue notices and/or bills for the item. Because signing this card allows the above-mentioned privileges for the graduate assistant and imparts full responsibility for the items to you, it is important that you closely monitor items your graduate assistant charges out by using this authorization card.

Please sign this form and see that it is returned along with the filled out authorization card.

I have read the information outlined above.

Faculty name: _____
(Please print or type) (Date)

Faculty signature: _____

Graduate Assistant: _____

6/92

Northern Illinois University is an Equal Opportunity/Affirmative Action Employer

NIU LIBRARIES GRADUATE AUTHORIZATION CARD

GRAD. ASS'T. _____ (LAST) _____ (FIRST)

SS# OF GRAD. ASS'T. ___ ___ _____

PROFESSOR _____ (LAST) _____ (FIRST)

SS# OF PROFESSOR ___ ___ _____

DEPARTMENT _____

Check appropriate semester(s) and complete the year:

____ FALL 19____ ____ INTERSESSION 19____

____ SPRING 19____ ____ SUMMER 19____

_____ GRADUATE ASSISTANT'S SIGNATURE

_____ PROFESSOR'S SIGNATURE

#14

CALL NO.

NORTHERN ILLINOIS UNIVERSITY LIBRARY

DATE OF REQUEST _____ ☐ SEARCH ☐HOLD

AUTHOR _____

TITLE _____

PRINT NAME AND ADDRESS BELOW S.S.# _____

PLEASE CALL FOR THIS ITEM. IT IS NOW WAITING FOR YOU AND CAN BE HELD ONLY 10 DAYS.

BEGINNING _____ / _____ / _____ . BRING THIS NOTICE WITH YOU WHEN YOU CALL FOR THE ITEM.

#15

CALL NUMBER

DUE DATE

RENEWED

RENEWED

RENEWED

RENEWED

AUTHOR

TITLE

INITIALS

NORTHERN ILLINOIS UNIVERSITY LIBRARIES

SIGNATURE

I.D. NUMBER

NAME, COMPLETE ADDRESS
(PRINT LEGIBLY AND FIRMLY)

CHECK ONE:

☐ STUDENT

☐ FACULTY

☐ NIU STAFF

☐ COURTESY

YOUR SIGNATURE IS EVIDENCE OF YOUR AGREEMENT TO THE REGULATIONS OF NIU UNIVERSITY LIBRARIES.

#16

Northern Illinois University
DeKalb, Illinois 60115-2868

The University Libraries

APPEAL OF LIBRARY CHARGE

NAME:_____
(last) (first)

SOCIAL SECURITY NUMBER:_____

ADDRESS to which reply should be sent:

_____

_____

DAYTIME TELEPHONE NUMBER:( )_____

SIGNATURE:_____

DATE:_____

Return to: Library Appeals Committee
Circulation Unit
University Libraries
Northern Illinois University
DeKalb, Illinois 60115

Item(s) for which charge was made:

1. Call #:_____
Title:_____
_____
Author:_____

2. Call #:_____
Title:_____
_____
Author:_____

3. Call #:_____
Title:_____
_____
Author:_____

PLEASE READ: Be as DETAILED as possible when filling out the following portion. Give RELEVANT information such as DATE of return, WHERE items were returned and/or TITLES of any other books returned at the same time.

THIS STATEMENT IS THE ENTIRE BASIS OF YOUR APPEAL.

The Library Appeals Committee will declare your appeal granted, denied, pending or your fine will be reduced. You will be sent written notification of the decision within one week of the Library Appeals Committee meeting. Filing an appeal does not halt the normally-scheduled billing processes.

NATURE OF PROBLEM:_____

_____

_____

_____

_____

(use reverse side if more space is necessary)

Do not write below this line_____
Decision:

Northern Illinois University is an Equal Opportunity/Affirmative Action Employer

3.86

#17

SEARCH & DISCHARGE/BRING Date Rec'd_____

Call #_____

Vol. #_____Copy #_____

Title _____

Author_____

FLOOR_____SAX_____STO_____JUX_____

****

Name _____

Address _____

_____

Telephone _____/_____

Social Security #_____

****

LCS CHECK:

Charged_____ Not Charged_____ Billed_____

****

RESULTS: _____Found _____Not Found

Date of Search _____

****

Attention: This form is for use only of Billed or Overdue items!

PATRONS COMMENTS ARE ON BACK

Northern Illinois University
University Libraries
Microforms Unit

Refund ( ) Cash Receipt ( ) Charge Acct. ( )

Name: _____ ID No.: _____

Department/Address: _____

_____

Charge Acct. No.: _____

No. of Pages: _____

Cost Per Page: _____

Total Cost: _____

User Signature: _____

11/19/86